

Message

From: Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]
Sent: 12/14/2021 5:51:23 PM
To: Almazan, Christina [almazan.christina@epa.gov]
CC: Middleton, Thora [Middleton.Thora@epa.gov]
Subject: Workplace Safety Plan -- final
Attachments: EPA_COVID Safety Plan_Dec152021 FINAL.docx

Hi Christina,

The plan has been since updated. Updated

Ex. 5 Deliberative Process (DP)

Thanks,

Message

From: Braxton, Marilyn [Braxton.Marilyn@epa.gov]
Sent: 9/23/2021 10:53:45 AM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Noga, Vaughn [Noga.Vaughn@EPA.GOV]; Coogan, Daniel [Coogan.Daniel@epa.gov]; Amin, Faisal [Amin.Faisal@epa.gov]; Bloom, David [Bloom.David@epa.gov]; Terris, Carol [Terris.Carol@epa.gov]; Wells, Krysti [Wells.Krysti@epa.gov]; Kadeli, Lek [Kadeli.Lek@epa.gov]; Kelty, Diane [Kelty.Diane@epa.gov]; Kamen, Mara [kamen.mara@epa.gov]; Brown, Phil [Brown.Phil@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]; Richardson, RobinH [Richardson.RobinH@epa.gov]
CC: Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]
Subject: RE: Video-call: Prep for September PMC Meeting, OCFO
Attachments: September_Read-Ahead Memo_Biden-Harris PMC.pdf; Sept_2021_PMC FINAL.docx

All: Both the PMC read-ahead memo and OMS's materials for tomorrow morning's meeting are attached.

Regards!

Marilyn A. Braxton, OMS Chief of Staff
202-564-8192
202-236-3228 (mobile)

-----Original Appointment-----

From: Atkinson, Emily <McCabe.Janet@epa.gov> **On Behalf Of** McCabe, Janet
Sent: Wednesday, September 22, 2021 8:34 AM
To: McCabe, Janet; Coogan, Daniel; Monger, Jon; Amin, Faisal; Bloom, David; Hitchens, Lynnann; Helm, Arron; Wells, Krysti
Cc: Drinkard, Andrea; Terris, Carol; Kadeli, Lek; Kelty, Diane; Noga, Vaughn; Kamen, Mara; Brown, Phil; Bell, Matthew; Richardson, RobinH
Subject: Video-call: Prep for September PMC Meeting, OCFO
When: Thursday, September 23, 2021 9:00 AM-9:30 AM (UTC-05:00) Eastern Time (US & Canada).
Where: Microsoft Teams Meeting

Do not forward this invitation. Please email Emily Atkinson and Andrea Drinkard if participant changes need to be made.

Meeting Materials: Please provide any meeting materials by 2pm the day before your meeting to both Emily Atkinson, Andrea Drinkard and DAScheduling@epa.gov.

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

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[Learn More](#) | [Meeting options](#)

Message

From: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Sent: 10/12/2021 1:17:25 AM
To: Gantt, Melissa [Gantt.Melissa@epa.gov]; Jablonski, Janice [jablonski.janice@epa.gov]; Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]
CC: Helm, Arron [Helm.Arron@epa.gov]; Schreyer, Andrew [Schreyer.Andrew@epa.gov]; Coogan, Daniel [Coogan.Daniel@epa.gov]; Downs, Caitlin [Downs.Caitlin@epa.gov]; Wells, Krysti [Wells.Krysti@epa.gov]; Kamen, Mara [kamen.mara@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Brown, Phil [Brown.Phil@epa.gov]; Link, Adam (John) [link.john@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]
Subject: draft TPs for Supervisors and Managers
Attachments: Vaccination Talking Points for Managers 10 12 2021.docx

I made some edits to the previous draft Talking Points.

Thanks,

Lynnann

Lynnann Hitchens
Acting Principal Deputy Assistant Administrator
Office of Mission Support
US EPA
P: 202-564-3184
M: 202-617-0738

From: Hitchens, Lynnann
Sent: Friday, October 8, 2021 10:37 AM
To: Gantt, Melissa <Gantt.Melissa@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Schreyer, Andrew <Schreyer.Andrew@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Schreyer, Andrew <Schreyer.Andrew@epa.gov>; Coogan, Daniel <Coogan.Daniel@epa.gov>; Downs, Caitlin <Downs.Caitlin@epa.gov>; Wells, Krysti <Wells.Krysti@epa.gov>; Kamen, Mara <kamen.mara@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Brown, Phil <Brown.Phil@epa.gov>; Link, Adam (John) <link.john@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>
Subject: FW: Follow up from our meeting with the DA on the Accommodations process for Vaccination

Good morning – here is the final version of the initial communication. Unless there are any other “showstopper” comments or issues, the IO will work with ORBO to create a bcc: email communication to the groups identified in the document.

As you work through the other steps of the communication and education (the two supervisor emails), I’d like to have updated talking points for supervisors and managers. Shakeba can circulate our initial set of TPs on vaccination to be updated.

Also, **Ex. 5 Deliberative Process (DP)**

Ex. 5 Deliberative Process (DP)

Thanks,

Lynnann

Lynnann Hitchens
Acting Principal Deputy Assistant Administrator

Office of Mission Support

US EPA

P: 202-564-3184

M: 202-617-0738

From: Hitchens, Lynnann

Sent: Thursday, October 7, 2021 11:30 PM

To: Packard, Elise <Packard.Elise@epa.gov>; Hunt, JuanCarlos <Hunt.Juancarlos@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Monger, Jon <Monger.Jon@epa.gov>; Bailey, KevinJ <Bailey.KevinJ@epa.gov>; Schreyer, Andrew <Schreyer.Andrew@epa.gov>; Downs, Caitlin <Downs.Caitlin@epa.gov>; Wells, Krysti <Wells.Krysti@epa.gov>

Cc: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>

Subject: Follow up from our meeting with the DA on the Accommodations process for Vaccination

Following up from our meeting today,

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

On a somewhat related note, I've attached a communication that will be distributed to employees that did not respond to the attestation question, declined to disclose vaccination status, or attested to being unvaccinated or partially vaccinated.

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

JuanCarlos/Kevin --

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Thanks,

Lynnann

Lynnann Hitchens

Acting Principal Deputy Assistant Administrator

Office of Mission Support

US EPA

P: 202-564-3184

M: 202-617-0738

From: Hitchens, Lynnann

Sent: Wednesday, October 6, 2021 10:40 PM

To: Packard, Elise <Packard.Elise@epa.gov>; Hunt, JuanCarlos <Hunt.Juancarlos@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Monger, Jon <Monger.Jon@epa.gov>; Bailey, KevinJ <Bailey.KevinJ@epa.gov>; Schreyer, Andrew <Schreyer.Andrew@epa.gov>

Cc: Drinkard, Andrea <Drinkard.Andrea@epa.gov>; Blythers, Dorien <Blythers.Dorien@epa.gov>

Subject: FW: Meeting Materials

Forwarding meeting materials to invitees --

Thanks,

ED_006849B_00000466-00002

Lynnann

Lynnann Hitchens

*Acting Principal Deputy Assistant Administrator
Office of Mission Support
US EPA*

P: 202-564-3184

M: 202-617-0738

From: Hitchens, Lynnann

Sent: Wednesday, October 6, 2021 5:43 PM

To: Atkinson, Emily <Atkinson.Emily@epa.gov>; Drinkard, Andrea <Drinkard.Andrea@epa.gov>

Cc: Gantt, Melissa <Gantt.Melissa@epa.gov>

Subject: Meeting Materials

Materials for tomorrow's 10:30 meeting.

Thanks,

Lynnann

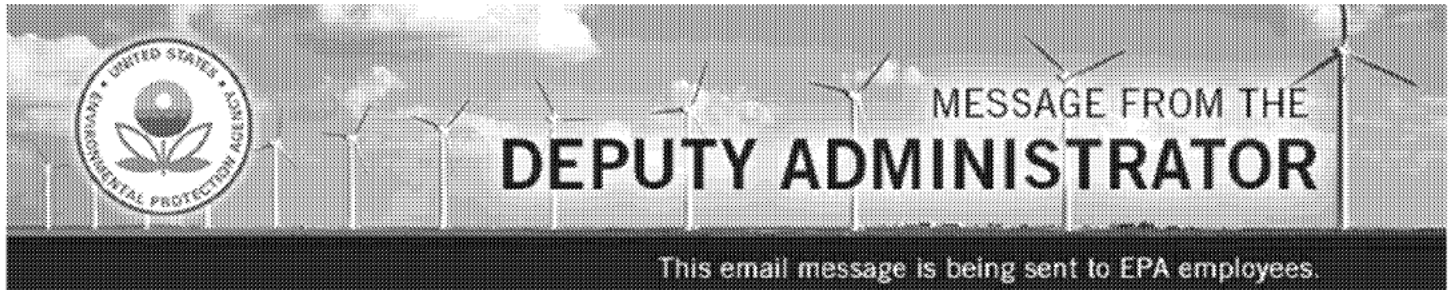
Lynnann Hitchens

*Acting Principal Deputy Assistant Administrator
Office of Mission Support
US EPA*

P: 202-564-3184

M: 202-617-0738

From: Message from the Deputy Administrator (b) (5)
Sent: 10/13/2021 5:05:17 PM
To: Message from the Deputy Administrator (b) (5)
Subject: Vaccine Information Event Tomorrow & Update on Vaccination Requirement



Dear Colleagues,

Throughout 2020, researchers from the Centers for Disease Control and Prevention and international experts worked to better understand the impacts of the COVID-19 pandemic as it relates to short- and long-term health effects associated with COVID-19. Data shows us and experts tell us that vaccinations are the most effective tool to keep people safe and healthy in the face of this global health pandemic. COVID-19 vaccines are widely available in the United States and significantly reduce the likelihood of hospitalization and death. We also understand that for some employees receiving a vaccine is not an option due to medical reasons or a sincerely held religious belief, and the agency has a process in place for people to request a reasonable accommodation.

For this week's update, I want to share information about an upcoming educational event tomorrow, and next steps in the vaccination requirement at EPA.

First, EPA is hosting an event presented by Dr. Wayne E. Cascio, Acting Principal Deputy Assistant Administrator for Science for the Office of Research and Development, "***Meet Senior Science Advisor for Emergency COVID-19 Response: A Discussion with Dr. John Brooks.***" This conversation will provide employees with critical vaccine information and will address common myths and rumors. Dr. John T. Brooks is a nationally known medical expert at the Centers for Disease Control and Prevention.

- Please join the event on **Thursday, October 14** from **3:00 p.m. to 4:00 p.m. (ET)**. You can join by tuning into [Microsoft Teams](#).
- **Reasonable Accommodations Information:** EPA will provide Communication Access Real-time Translation (CART captioning), ASL (American Sign Language) interpreters, or CLTs (Cued Language Translators). For these features, please join via [ZoomGov for Accessibility](#) (Meeting ID: Ex. 6 Personal Privacy (PP) For audio only, please dial Ex. 6 Personal Privacy (PP) US (New York). If you need technical assistance on the day of the event, please contact your local IT Helpdesk. Separately, if you require an accommodation, please contact [Reasonable Accommodations](#).
- Please [mark your calendar](#) to attend this event. If you miss the event, it will be available for [on-demand viewing](#) within 48 hours.

Second, during the week of October 18th, we will begin collecting documentation from vaccinated employees to fully comply with the requirements of Executive Order 14043. During this next phase of implementation, all

EPA employees will be asked to enter certain information about their vaccinations and upload an image of their vaccine record through a portal on the Agency's secure ServiceNow platform. I've been carrying my card in my wallet since I got vaccinated, so am very ready to upload a photo of it as soon as I am asked! Please stay tuned for detailed instructions from the Office of Mission Support on how to access and use the new application.

There is still time for unvaccinated employees to comply with the federal employee vaccine mandate by November 22, 2021. Additional vaccine information, including assistance on locating available vaccines, can be found at <https://www.vaccines.gov>.

I hope these latest updates will address some of your questions.

Thank you for taking the time to learn more about COVID-19 vaccines and for everything you do, every day, to improve public health and the environment in our country.

Janet McCabe
Deputy Administrator

Administrative Update for Supervisors

October 28, 2021

COVID-19 Updates

- Continue to check [[HYPERLINK "https://work.epa.gov/covid-19"](https://work.epa.gov/covid-19)] for the most recent information.
- Read the [[HYPERLINK "https://www.saferfederalworkforce.gov/new/"](https://www.saferfederalworkforce.gov/new/)] on the Safer Federal Workforce website.
- Mass Mailers:
 - [[HYPERLINK "https://work.epa.gov/mass-mailers/vaccine-information-event-tomorrow-update-vaccination-requirement"](https://work.epa.gov/mass-mailers/vaccine-information-event-tomorrow-update-vaccination-requirement)] (Deputy Administrator, 10/13)
 - [[HYPERLINK "https://work.epa.gov/mass-mailers/implementation-executive-order-14043-proof-vaccination"](https://work.epa.gov/mass-mailers/implementation-executive-order-14043-proof-vaccination)] (Agency Mass Mailer, 10/19)
 - [[HYPERLINK "https://work.epa.gov/mass-mailers/covid-19-update-reminder-action-required-your-vaccine-attestation"](https://work.epa.gov/mass-mailers/covid-19-update-reminder-action-required-your-vaccine-attestation)] (Deputy Administrator, 10/21)

In Case You Missed It This Month (Mass Mailers)

- [[HYPERLINK "https://work.epa.gov/mass-mailers/sharing-epas-draft-fy-2022-2026-strategic-plan"](https://work.epa.gov/mass-mailers/sharing-epas-draft-fy-2022-2026-strategic-plan)] (Administrator, 10/1)
- [[HYPERLINK "https://work.epa.gov/mass-mailers/our-commitment-childrens-health"](https://work.epa.gov/mass-mailers/our-commitment-childrens-health)] (Administrator, 10/6)
- [[HYPERLINK "https://work.epa.gov/mass-mailers/epas-commitment-addressing-impacts-climate-change"](https://work.epa.gov/mass-mailers/epas-commitment-addressing-impacts-climate-change)] (Administrator, 10/7)
- [[HYPERLINK "https://work.epa.gov/mass-mailers/announcing-epas-agriculture-advisor"](https://work.epa.gov/mass-mailers/announcing-epas-agriculture-advisor)] (Administrator, 10/7)
- [[HYPERLINK "https://work.epa.gov/mass-mailers/welcoming-regional-administrators-region-3-region-5"](https://work.epa.gov/mass-mailers/welcoming-regional-administrators-region-3-region-5)] (Administrator, 10/12)
- [[HYPERLINK "https://work.epa.gov/mass-mailers/welcoming-regional-administrators-region-3-region-5"](https://work.epa.gov/mass-mailers/welcoming-regional-administrators-region-3-region-5)] (Agency Mass Mailer, 10/13)
- [[HYPERLINK "https://work.epa.gov/mass-mailers/important-time-reporting-and-pay-reminders"](https://work.epa.gov/mass-mailers/important-time-reporting-and-pay-reminders)] (Agency Mass Mailer, 10/13)
- [[HYPERLINK "https://work.epa.gov/mass-mailers/epa-kickoff-2021-combined-federal-campaign"](https://work.epa.gov/mass-mailers/epa-kickoff-2021-combined-federal-campaign)] (Agency Mass Mailer, 10/14)
- [[HYPERLINK "https://work.epa.gov/mass-mailers/upcoming-federal-employee-voice-pulse-survey"](https://work.epa.gov/mass-mailers/upcoming-federal-employee-voice-pulse-survey)] (Deputy Administrator, 10/18)
- [[HYPERLINK "https://work.epa.gov/mass-mailers/employee-assistance-program-resources"](https://work.epa.gov/mass-mailers/employee-assistance-program-resources)] (Agency Mass Mailer, 10/22)
- [[HYPERLINK "https://work.epa.gov/mass-mailers/join-epas-deia-implementation-team-they-discuss-executive-order-14035-diversity-equity"](https://work.epa.gov/mass-mailers/join-epas-deia-implementation-team-they-discuss-executive-order-14035-diversity-equity)] (Deputy Administrator, 10/22)

Executive Order 14043 – Proof of Vaccination Due by November 3

- The next steps in the implementation of [[HYPERLINK "https://www.whitehouse.gov/briefing-room/presidential-actions/2021/09/09/executive-order-on-requiring-coronavirus-disease-2019-vaccination-for-federal-employees/"](https://www.whitehouse.gov/briefing-room/presidential-actions/2021/09/09/executive-order-on-requiring-coronavirus-disease-2019-vaccination-for-federal-employees/)] –

Requiring Coronavirus Disease 2019 Vaccination for Federal Employees – are underway at EPA.

- The EO and Safer Federal Workforce Task Force [[HYPERLINK "https://www.saferfederalworkforce.gov/faq/vaccinations/"](https://www.saferfederalworkforce.gov/faq/vaccinations/)] requires the collection of information from all employees to document vaccination against COVID-19.
- The Office of Mission Support developed a secure portal ([[HYPERLINK](#)

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9b98d6bca7b156"]) for all employees to enter information on their vaccination status and to upload proof of vaccination. This information will be securely retained and will have limited access.

- Employees are required to log into the portal and upload information no later than Wednesday, November 3, 2021.
- There are limited circumstances where an exception to the vaccination requirement may be granted because of a reasonable accommodation due to medical or sincerely held religious belief. Please see the [[HYPERLINK "https://work.epa.gov/mass-mailers/implementation-executive-order-14043-proof-vaccination"](https://work.epa.gov/mass-mailers/implementation-executive-order-14043-proof-vaccination)] for information on the exception process for employees. Additional communication will be coming to Agency supervisors on this process.
- [[HYPERLINK](#)

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1L"] have been posted to the Supervisor SharePoint site.

November Outreach and Panel Discussions

- The Shared Service Centers, in collaboration with the Office of Human Resources, are hosting an outreach and panel discussion for Veterans on [[HYPERLINK](#)

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- The SSCs will solicit applications from eligible audience members who wish to be considered for EPA positions non-competitively. These applications will be used to stock a Veterans' Repository that will be made available to hiring managers across the agency where you can review and select candidates (in addition to Peace Corps and Schedule A Repositories). Use of these resume repositories can speed up the hiring process. Contact [[HYPERLINK "mailto:%20griffin.ciera@epa.gov" \] if you are interested in leveraging this service.](mailto:%20griffin.ciera@epa.gov)
- From January 15-26, the SSCs will also hold a Minority Serving Institutions Webinar Series for Students and Recent Graduates.
- EPA managers are encouraged to advertise student and recent graduate vacancies during this time and to prepare for upcoming webinars in the new year targeting Pathways positions. This will ensure that the agency is in the best position to hire "Class of 2022" graduates and students when the spring semester ends.

Performance Appraisals

- **PARS End-of-Year Close-out Training:** Useful Best Practices and Tips for PARS discussions are shared. Recorded training sessions for Supervisors and Employees are posted [[HYPERLINK](#)

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- **Important Performance Management Dates:**
 - September 30, 2021 – End of the FY 2021 performance cycle.
 - November 1, 2021 – FY **2021** performance reviews for all GS employees are completed and ratings must be entered in USA Performance and FY **2022** performance plans must be established in USA Performance.
 - November 3, 2021 – The Performance Management Team will run a compliance report to identify employees without end of year ratings. Offices and Regions not 100 percent compliant will be required to submit an End of Year Exceptions form.
- **Performance Management Team Office Hours:** Throughout the PARS year-end close out, the Performance Management Team will be available for Virtual Office Hours each Wednesday at 2pm for employees and supervisors to ask any questions.

Federal Employee Health Benefits (FEHB):

- The FEHB Open Season for health insurance, dental and vision insurance, voluntary leave bank membership and flexible spending accounts runs from November 8, 2021, through December 13, 2021.
- Open season is for employees to enroll, change or terminate health care coverage. Employees may enroll in, change, or cancel an existing enrollment in the following plans:
 - [[HYPERLINK "https://www.opm.gov/healthcare-insurance/healthcare/plan-information/plans/" \]](https://www.opm.gov/healthcare-insurance/healthcare/plan-information/plans/)
 - [[HYPERLINK "https://www.benefeds.com/education-support/dental-vision" \]](https://www.benefeds.com/education-support/dental-vision)

- [HYPERLINK "https://www.benefeds.com/education-support/dental-vision"]
- [HYPERLINK "https://intranet.epa.gov/ohr/benefits/leavebank/leave-bank-policies-guidelines.html"]
- [HYPERLINK "https://www.fsafeds.com/enroll/open-season"] – *Enroll in a health care or dependent care account. Enrollments do not continue from year to year. Employees MUST re-enroll in FSAFEDS each year to participate.*
- If you are satisfied with your current plan no action is necessary (except FSAs). Visit [HYPERLINK "https://www.employeeexpress.gov/"] to make changes to your health, dental or vision plan.
- A Virtual Health Fair is available to all employees from November 8 through December 13. [HYPERLINK "https://vshow.on24.com/vshow/FVBF20/registration/18051"] to download 2022 plan brochures, watch videos, register for webinars and more. [HYPERLINK "https://vshow.on24.com/vshow/FVBF20/registration/18051"] to participate in a live chat session with insurance carriers on November 12, November 19, December 1, and December 8.
- If you have questions or need assistance please visit EPA’s [HYPERLINK "https://www.epa.gov/privacy"] or contact your organization’s [HYPERLINK "https://www.epa.gov/privacy"] (connect to VPN).

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EPA Agile 101 Training Series

- Agile 101 Training Series now available in FedTalent.
- This new video-based training series consists of nine learning modules plus knowledge quizzes.
- This training is intended for anyone with little to no understanding of Agile frameworks, or those looking to refresh their Agile knowledge.
- Agile methodologies focus on the process of “HOW” the work that you perform each day, can be done more efficiently and with greater realized benefits.
- You will discover how to adopt a more Agile mindset for yourself and your team. You will also learn introductory Lean-Agile topics like Systems Thinking, Scrum basics, becoming a Servant Leader, how to utilize EPA’s suite of Atlassian tools and much more.
- The entire training series is expected to take roughly one hour to complete. Completion of this course provides 1 CEU credit. [HYPERLINK "https://epafedtalent.ibc.doi.gov/course/view.php?id=15234"].
- Visit the [HYPERLINK "https://www.epa.gov/privacy"] for more resources including information on hands-on coaching and tailored Agile training for your Scrum team. EPA’s Agile Coaching and Training contract offers Agile training to all program and regional offices. Complete the “Request Training” form to get started.
 - **Agile Coaching:** Developing teams, mentoring Product Owners, and advising managers in Agile methodologies.

Ex. 6 Personal Privacy (PP)

- **Agile Training and Workshops:** For individuals and teams to increase agile maturity (e.g., Agile 101 training, Agile training for executives, detailed training for project managers).
- For questions or support, email [[HYPERLINK "mailto:agile@epa.gov"](mailto:agile@epa.gov)].

Learn new skills with Office 365 (O365) training

- EPA's Office 365 (O365) Training Program will host new Microsoft O365 training classes again in November. Finish 2021 strong with a new Microsoft training, and join us for the following upcoming classes:
 - **Microsoft Outlook Level 200** – Learn how to use Outlook to keep daily schedules, communicate, collaborate and stay organized using advanced features and tools.
 - [[HYPERLINK](#)]
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 - [[HYPERLINK](#)]
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 - **Microsoft PowerPoint Level 200** – Understand and practice themes in PowerPoint. Also learn advanced transitions and animations and alternative slide formats.
 - [[HYPERLINK](#)]
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 - [[HYPERLINK](#)]
 - Ex. 6 Personal Privacy (PP)**
 - **Microsoft Stream Level 100** – Learn how to view, manage, edit and share videos and use integrations across Microsoft 365. Also learn to make videos engaging with a survey, poll or quiz.
 - [[HYPERLINK](#)]
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 - [[HYPERLINK](#)]
 - Ex. 6 Personal Privacy (PP)**
- Visit the [[HYPERLINK](#)] **Ex. 6 Personal Privacy (PP)** to register for the training classes. Click the link in the calendar event or [[HYPERLINK](#)]

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directly (connect to VPN to access FedTalent).

All courses are available to all employees at no cost!

- If you have questions, please contact the following:
 - About the O365 Training Program, contact [[HYPERLINK "mailto:O365TrainingProgram@epa.gov"](mailto:O365TrainingProgram@epa.gov)].
 - One-on-one assistance with O365 tools, call the How-to Help Center at 866-411-4372, Option 6.
 - Technical assistance with O365 tools, contact the Enterprise IT Service Desk (EISD) at 1-866-411-4372, option 3.

People Plus Role-Based Training

- To date, 1089 individuals took Employee, Supervisor or Timekeeper PeoplePlus role-based training.
- If you were not able to attend one of the live training sessions, you could still benefit by receiving training information online.
- All slide decks and recordings will be posted here: [[HYPERLINK](#)

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FY 2022 Budget

- Congress is still negotiating EPA's FY 2022 annual appropriations levels.
- EPA's FY 2022 President's Budget proposal included \$11.2 FY 2022 in EPA funding, a \$2 billion (+21%) increase from the 2021 enacted level.
- In July, the House proposed \$11.34 billion in EPA funding, a \$2.11 billion (+23%) increase from the FY 2021 enacted level and \$110.8 million above the EPA President's Budget request level.
 - Link to House Bill: [[HYPERLINK "https://www.congress.gov/117/bills/hr4372/BILLS-117hr4372rh.pdf"](https://www.congress.gov/117/bills/hr4372/BILLS-117hr4372rh.pdf)].
 - Link to House Report: [[HYPERLINK "https://www.congress.gov/117/crpt/hrpt83/CRPT-117hrpt83.pdf"](https://www.congress.gov/117/crpt/hrpt83/CRPT-117hrpt83.pdf)]
- On October 18, the Senate Appropriations Committee proposed \$10.54 billion in EPA funding, a \$1.3 billion (+15%) increase from the FY 2021 enacted level, but almost \$700 million below the FY 2022 President's Budget request.
 - Link to Senate Bill: [[HYPERLINK "https://www.appropriations.senate.gov/imo/media/doc/INTFY2022_Final.PDF"](https://www.appropriations.senate.gov/imo/media/doc/INTFY2022_Final.PDF)].
 - Link to Senate Report: https://www.appropriations.senate.gov/imo/media/doc/INTRept_FINAL.PDF
- Even though a top line budget agreement is not finalized, House and Senate appropriations committees are beginning Conference negotiations.
 - Their first step will be to look to reconcile report language differences such as agency directives and reporting requirements.
 - We anticipate this process to continue over the next several weeks.

FY 2022 Continuing Resolution

- Congress passed a Continuing Resolution funding the government through December 3, 2021.

- OCFO has provided CR funds to the Agency and issued CR guidance that can be found on the OCFO OB Control Team SharePoint site here: [HYPERLINK

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- When operating under a CR, please remember that Congress is still deliberating on FY 2022 funding levels, final budget amounts may differ from CR levels, and potential program eliminations or new program authorizations are not yet in place.
- Programs should spend prudently and avoid actions that could be construed as signaling increases or decreases and not implement new programs, initiatives, or activities.

Preparing for the Infrastructure Bill

- The proposed Senate infrastructure bill and President's Build Back Better proposals provide historic opportunities for EPA to protect the environment.
- The Senate infrastructure bill includes \$60.9 Billion of investments over five years for drinking and wastewater systems, geographic programs, Superfund and Brownfields and targeted investments such as eliminating lead in pipes and clean buses.
- The Build Back Better proposals are being negotiated but include additional environmental investments.
- Although Congress has not passed the final bills, the Agency is preparing now to manage these large-scale investments.
- OCFO, OGC, OA, and OMS are working closely with NPMs and Lead Regions to plan how to implement the programs effectively and efficiently, organize administrative, budget, and fiduciary controls, craft performance measures, and prepare for reporting.

Interim Agency Guidance for Developing FY 2022 Internal Measures

- On October 20, 2021, Kathy O'Brien, director of OCFO's Office of Planning, Analysis, and Accountability, sent interim guidance to the Agency planning community for developing FY 2022 internal measures.
- By November 5, Bowling Chart Owners should submit a template listing FY 2021 bowling chart measures that will continue in FY 2022.
- The November schedule for October results submissions has been adjusted to accommodate this effort, with final October results due November 30.
- OCFO will provide additional technical guidance on the development of metric details and target setting soon.

Message

From: Coomber, Robert [coomber.robert@epa.gov]
Sent: 12/13/2021 2:29:01 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]; COVID Coordination and Collaboration Team [COVIDCoordinationAndCollaborationTeam@epa.gov]
CC: Hublar, Jennifer [Hublar.Jennifer@epa.gov]; Wells, Krysti [Wells.Krysti@epa.gov]
Subject: RE: Workplace Safety Plan -- final showstopper review
Attachments: Dec 2021 Safety Plan MM ver 2 RDC.docx

Ex. 5 Deliberative Process (DP)

From: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Sent: Friday, December 10, 2021 1:17 PM
To: COVID Coordination and Collaboration Team <COVIDCoordinationAndCollaborationTeam@epa.gov>
Cc: Hublar, Jennifer <Hublar.Jennifer@epa.gov>; Wells, Krysti <Wells.Krysti@epa.gov>
Subject: Workplace Safety Plan -- final showstopper review

Marilyn is out today, so I thought I would pass along this information from OMB:

Ex. 5 Deliberative Process (DP)

Marilyn will work with Kimberly to **Ex. 5 Deliberative Process (DP)** Please take a final look at this, and let Marilyn know if you see any issues, inconsistencies, or if you have any additional questions **by NOON MONDAY 12/13**. Marilyn has the pen from this point forward – there will be a final Word version by COB Monday, prep for internet/intranet posting on Tuesday, and issuance via Mass Mailer on 12/15.

Please take a look at the COVID intranet site and see if any of the information pages (besides the intranet page containing the current plan) are not in alignment with the new plan. Please flag any issues for Shakeba by COB 12/13.

I've also attached the mass mailer under review by OPA. There are a number of new changes – please let Shakeba know by COB Monday if anything else should be highlighted in the mailer – like contractor entry procedures?

Thanks all – great work on this!!!

Thanks,

Lynnann

Lynnann Hitchens
Acting Principal Deputy Assistant Administrator
Office of Mission Support
US EPA
P: 202-564-3184
M: 202-617-0738

Message

From: Coomber, Robert [coomber.robert@epa.gov]
Sent: 3/1/2022 8:01:20 PM
To: Cascio, Wayne [Cascio.Wayne@epa.gov]
Subject: RE: [Safer Federal Workforce] Initial Implementation Guidance on COVID-19 Community Levels and Mask-Wearing

Thank you!

From: Cascio, Wayne <Cascio.Wayne@epa.gov>
Sent: Tuesday, March 1, 2022 12:06 PM
To: Coomber, Robert <coomber.robert@epa.gov>
Subject: RE: [Safer Federal Workforce] Initial Implementation Guidance on COVID-19 Community Levels and Mask-Wearing

Bob – Ex. 5 Deliberative Process (DP) Thanks, W

Wayne E. Cascio, MD ([he/him/his, mypronouns.org](https://he/him/his/mypronouns.org)) | Director, Center for Public Health and Environmental Assessment | Office of Research and Development | U.S. Environmental Protection Agency | Research Triangle Park, NC 27711 | Phone: 919.541.2508 | Cell: 919.627.3762 |

From: Coomber, Robert <coomber.robert@epa.gov>
Sent: Tuesday, March 01, 2022 10:48 AM
To: Cascio, Wayne <Cascio.Wayne@epa.gov>
Subject: RE: [Safer Federal Workforce] Initial Implementation Guidance on COVID-19 Community Levels and Mask-Wearing

Hi Wayne,

Ex. 5 Deliberative Process (DP)

Bob

From: Cascio, Wayne <Cascio.Wayne@epa.gov>
Sent: Tuesday, March 1, 2022 9:41 AM
To: Coomber, Robert <coomber.robert@epa.gov>
Subject: RE: [Safer Federal Workforce] Initial Implementation Guidance on COVID-19 Community Levels and Mask-Wearing

Hi Bob – Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Wayne E. Cascio, MD ([he/him/his, mypronouns.org](#)) | Director, Center for Public Health and Environmental Assessment | Office of Research and Development | U.S. Environmental Protection Agency | Research Triangle Park, NC 27711 | Phone: 919.541.2508 | Cell: 919.627.3762 |

From: Coomber, Robert <coomber.robert@epa.gov>

Sent: Tuesday, March 01, 2022 9:35 AM

To: Cascio, Wayne <Cascio.Wayne@epa.gov>

Subject: FW: [Safer Federal Workforce] Initial Implementation Guidance on COVID-19 Community Levels and Mask-Wearing

Hi Wayne,

Ex. 5 Deliberative Process (DP)

Thanks!

Bob

From: Kamen, Mara <kamen.mara@epa.gov>

Sent: Monday, February 28, 2022 10:30 PM

To: Caro, Vique <Caro.Vique@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Kalikhman, Yulia <kalikhman.yulia@epa.gov>; Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Shanahan, Katherine <Shanahan.Katherine@epa.gov>; Allen, Tania <Allen.Tania@epa.gov>; Brown, Phil <Brown.Phil@epa.gov>; Caple, Cynthia <Caple.Cynthia@epa.gov>; Cheeks, Raymond <Cheeks.Raymond@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Datcher, Linda <Datcher.Linda@epa.gov>; Dean, StevenB <Dean.StevenB@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hembrey, Cheri <Hembrey.Cheri@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Jones, Rhonda <jones.rhonda@epa.gov>; Robertson, Mary <Robertson.Mary@epa.gov>

Subject: FW: [Safer Federal Workforce] Initial Implementation Guidance on COVID-19 Community Levels and Mask-Wearing

fyi

From: CHCO Council <CHCOCouncil@opm.gov>

Sent: Monday, February 28, 2022 10:21 PM

To: Conrad, Margot C. <Margot.Conrad@opm.gov>; Holman, Ella S. <Ella.Holman@opm.gov>

Subject: [Safer Federal Workforce] Initial Implementation Guidance on COVID-19 Community Levels and Mask-Wearing

CHCOs and Deputy CHCOs,

On February 25, the Centers for Disease Control and Prevention (CDC) released updated guidance for when people should wear masks and implement other prevention measures, including screening testing, depending on the [level of COVID-19 in their community](#). Pursuant to Executive Order 13991, Federal agencies follow CDC guidelines for mask-wearing and other public health measures.

Today, the Safer Federal Workforce Task Force (Task Force) issued [initial implementation guidance on COVID-19 Community Levels](#). Related Task Force Frequently Asked Questions (FAQs) have been updated on

[SaferFederalWorkforce.gov](https://www.saferfederalworkforce.gov). The guidance for Federal agencies addresses mask-wearing and screening testing requirements based on the COVID-19 Community Level in the county in which a Federal facility is located.

Agencies are expected to implement the protocols related to mask-wearing and screening testing set forth in this initial implementation guidance as soon as operationally feasible and no later than Friday, March 4, 2022.

The Task Force will soon issue further guidance addressing the intersection of COVID-19 Community Levels with other workplace safety protocols for Federal agencies, including through updated Agency Model Safety Principles and FAQs to support agencies in updating their COVID-19 Workplace Safety Plans. At this time, agencies should follow existing Task Force guidance with respect to other COVID-19 workplace protocols.

As a reminder, where a locality imposes more protective pandemic-related safety requirements, those requirements should be followed in Federal facilities within that locality.

From 11:00 AM – 12:00 PM on Wednesday, March 2, the Task Force will discuss the updated CDC recommendations during OMB's regular call with small and independent agencies.

Thank you for your continued partnership in protecting the health and safety of the Federal workforce and those we serve.

From: Ex. 6 Personal Privacy (PP)
on behalf of RTP Mass Mail Ex. 6 Personal Privacy (PP)
Sent: 10/13/2021 8:55:47 PM
To: Cascio, Wayne [Cascio.Wayne@epa.gov]
Subject: Effective Friday: New Requirements for Entry into EPA-RTP facilities for Contractors and Visitors

October 13, 2021

MEMORANDUM

SUBJECT: Effective Friday: New Requirements for Entry into EPA-RTP facilities for Contractors and Visitors

FROM: BJ Collins, Acting Director
Office of Mission Support
Office of Administration and Resources Management, RTP (C604-02)

TO: RTP Campus

Effective this Friday, October 15, 2021, all contractors and visitors to any EPA-RTP facility will be required to confirm that they have completed a Certification of Vaccination form before they are allowed entry. Security Personnel will verify with all contractors and visitors that they have read the posted signage, have the appropriate documentation and, upon affirmation, will allow the visitor or contractor to enter. This requirement applies to facilities at 109 T.W. Alexander Drive, 4930 Old Page Road, and 104 Mason Farm Road. The requirements are as follows:

All EPA federal contractors (prime contractors and subcontractors) and visitors (including scheduled delivery drivers) seeking access to an EPA facility must:

- Print and bring with them a completed Certificate of Vaccination form.
- Carry proof of a negative COVID-19 test result from within three days of arrival to the facility, if they are not fully vaccinated.

This requirement does not apply to:

- First Environments Early Learning Center families; or
- Anyone entering EPA space for the purpose of obtaining a public service or benefit.

Please note that this process may result in longer wait times at the RTP Campus Hopson Road Entrance.

The Certification of Vaccination form is available at the link above and will also be available via the RTP Intranet page and Visitor Management System (VMS). When registering a visitor in VMS, the EPA host will be asked to confirm that the visitor has been provided a copy of the form. This is an interim process which will

be in place until the Office of Acquisition Solutions can confirm that all contractors are in compliance with Executive Order 13991 and the Safer Federal Workforce Task Force model safety principles for federal agencies. As a reminder, all federal personnel, contractors, and visitors are required to adhere to all workplace safety protocols and posted instructions while on campus.

Thank you for your continued support as we implement this new process. If you have any questions, please email the EPA COVID-19 Coordination Team.

NOTICE

The preceding memo is an ALL Employee distribution.
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correspondence

Message

From: Castro, Denise [Castro.Denise@epa.gov]
Sent: 12/2/2021 10:40:01 PM
To: Cascio, Wayne [Cascio.Wayne@epa.gov]
CC: Coomber, Robert [coomber.robert@epa.gov]; Breslin, John [breslin.john@epa.gov]; Breslin, John [breslin.john@epa.gov]
Subject: RE: Meeting Request for Safety Plan Discussion
Attachments: ezD6447872_ezD6389245_EPA COVID Safety Plan 11-29-2021 Agency Comments .docx

Hi Wayne,

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Thank you again for all of

your assistance.

Sincerely,
Denise

From: Cascio, Wayne <Cascio.Wayne@epa.gov>
Sent: Thursday, December 2, 2021 6:45 AM
To: Castro, Denise <Castro.Denise@epa.gov>
Cc: Coomber, Robert <coomber.robert@epa.gov>; Breslin, John <breslin.john@epa.gov>; Breslin, John <breslin.john@epa.gov>
Subject: RE: Meeting Request for Safety Plan Discussion

Denise – I'll be please to meet and discuss. My schedule is full today and I'll be driving to DC tomorrow. Should be leaving early so I can be available mid-afternoon to late-afternoon for a video chat. Would you be so kind as to send me the latest version of the comments so I have them at the top of my email que. Thanks, Wayne

Wayne E. Cascio, MD ([he/him/his, mypronouns.org](https://www.epa.gov/he/him/his/mypronouns.org)) | Acting Principal Deputy Assistant Administrator for Research and Development | Office of Research and Development | U.S. Environmental Protection Agency | Research Triangle Park, NC 27711 | Phone: 919.541.2508 | Cell: 919.627.3762 |

From: Castro, Denise <Castro.Denise@epa.gov>
Sent: Wednesday, December 01, 2021 5:45 PM
To: Cascio, Wayne <Cascio.Wayne@epa.gov>
Cc: Coomber, Robert <coomber.robert@epa.gov>; Breslin, John <breslin.john@epa.gov>; Breslin, John <breslin.john@epa.gov>
Subject: Meeting Request for Safety Plan Discussion

Hi Wayne,

Ex. 5 Deliberative Process (DP)

Sincerely,

Denise Castro, OHR

(202)564-0622; castro.denise@epa.gov

Message

From: Bell, Matthew [Bell.Matthew@epa.gov]
Sent: 9/24/2021 5:57:43 PM
To: COVID Coordination and Collaboration Team [[Ex. 6 Personal Privacy \(PP\)](#)]
Subject: FW: Guidance Pursuant to EO 14042: Ensuring Adequate COVID Safety Protocols for Federal Contractors

All,
Please see the latest email from OMB with guidance.

Matthew Bell
Office of Mission Support
U.S. Environmental Protection Agency
(202)564-3282

From: MBX OMB futureofwork <[Ex. 6 Personal Privacy \(PP\)](#)>
Sent: Friday, September 24, 2021 1:34 PM
To: MBX OMB futureofwork <[Ex. 6 Personal Privacy \(PP\)](#)>
Subject: FW: Guidance Pursuant to EO 14042: Ensuring Adequate COVID Safety Protocols for Federal Contractors

Good afternoon, PMC Working Group on Reentry and the Future of Work:

See below for an email sent this afternoon to the President's Management Council regarding new COVID-19 workplace safety [guidance](#) for Federal contractors and subcontractors from the Safer Federal Workforce Task Force, pursuant to Executive Order 14042 on [Ensuring Adequate COVID Safety Protocols for Federal Contractors](#).

Thank you.

From: Coari, Sean M. EOP/OMB
Sent: Friday, September 24, 2021 1:31 PM
Cc: Miller, Jason S. EOP/OMB <[Ex. 6 Personal Privacy \(PP\)](#)>
Subject: Guidance Pursuant to EO 14042: Ensuring Adequate COVID Safety Protocols for Federal Contractors

Passing along a message from Jason Miller, Deputy Director for Management, Office of Management and Budget

Today, the Safer Federal Workforce Task Force (Task Force) released new [guidance on COVID-19 workplace safety protocols for Federal contractors and subcontractors](#), which is summarized in this [OMB Blog Post](#) also issued today.

This guidance is issued pursuant to Executive Order 14042, [Ensuring Adequate COVID Safety Protocols for Federal Contractors](#) (the order), which directs executive departments and agencies to ensure that contracts and contract-like instruments covered by the order include a clause requiring the contractor—and their subcontractors at any tier—to, for the duration of the contract, comply with all guidance for contractor or subcontractor workplace locations published by the Task Force. These workplace safety protocols will apply to all covered contractor employees, including contractor or subcontractor employees in covered contractor workplaces who are not working on a Federal Government contract or contract-like instrument.

Overview of Workplace Safety Protocols for Federal Contractors and Subcontractors

Federal contractors and subcontractors with a covered contract will be required to conform to the following workplace safety protocols:

1. COVID-19 vaccination of covered contractor employees, except in limited circumstances where an employee is legally entitled to an accommodation;
2. Compliance by individuals, including covered contractor employees and visitors, with the guidance related to masking and physical distancing while in covered contractor workplaces; and
3. Designation by covered contractors of a person or persons to coordinate COVID-19 workplace safety efforts at covered contractor workplaces.

Vaccination of Covered Contractor Employees

Covered contractors must ensure that all of their covered employees are fully vaccinated for COVID-19, unless the employee is legally entitled to an accommodation. **Covered contractor employees must be fully vaccinated no later than December 8, 2021.** After that date, all covered contractor employees must be fully vaccinated by the first day of the period of performance on a newly awarded covered contract, and by the first day of the period of performance on an exercised option or extended or renewed contract when the clause has been incorporated into the covered contract. Contractor employees working on a covered contract from their residence also must comply with the vaccination requirement for covered contractor employees.

Masking and Physical Distancing While in Covered Contractor Workplaces

Covered contractors must ensure that all individuals, including covered contractor employees and visitors, comply with published CDC guidance for masking and physical distancing at a covered contractor workplace.

COVID-19 Coordinator Designation

Covered contractors must designate a person or persons to coordinate implementation of and compliance with these workplace safety protocols at covered contractor workplaces.

Next Steps for Agencies

The Federal Acquisition Regulatory Council (or, FAR Council) will, by October 8, issue guidance for agencies to—starting on October 15—add a clause related to these COVID-19 workplace safety protocols to covered Federal procurement solicitations and contracts subject to the Federal Acquisition Regulation (FAR). Agencies that are responsible for covered contracts and contract-like instruments not subject to the FAR also will take prompt action to ensure that those covered contracts and contract-like instruments include the clause, starting on October 15.

Consistent with applicable law, agencies are strongly encouraged to incorporate a clause requiring compliance with this Guidance into contracts that are not covered or directly addressed by the order because the contract is under the Simplified Acquisition Threshold (as defined in section 2.101 of the FAR) or is a contract or subcontract for the manufacturing of products. Agencies are also strongly encouraged to incorporate a clause requiring compliance with this guidance into existing contracts and contract-like instruments prior to the date upon which the order requires inclusion of the clause.

Agencies are encouraged to circulate the Task Force [guidance](#), and the associated Frequently Asked Questions included therein, to their workforce and ensure that their workforce is familiar with the Task Force guidance requirements.

For questions related to the COVID-19 Workplace Safety Protocols detailed in the Task Force guidance, agencies may contact **Ex. 6 Personal Privacy (PP)**

For questions related to the acquisition and contracting aspects of implementation of EO 14042, agencies may contact

Ex. 6 Personal Privacy (PP)

For questions from industry partners or contractors that agencies are unable to directly address, agencies may contact

Ex. 6 Personal Privacy (PP)

JM

Message

From: Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]
Sent: 10/13/2021 11:59:43 AM
To: Cascio, Wayne [Cascio.Wayne@epa.gov]
CC: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: Mass Mailer: Educational Event on Thursday
Attachments: Educational Webinar Dr. Brooks CDC_AD_SCJ.docx

Importance: High

Good Morning Wayne,

Attached is the mass mailer about tomorrow's event. Janet has approved the mailer, pending the inclusion of the below language. Can you please let me know if you see any showstoppers in the mailer. This one is on a fast track she is ready for this to go asap. Thanks,

Ex. 5 Deliberative Process (DP)

Shakeba Carter-Jenkins
OMS Communications Director &
Senior Special Assistant
Office of Mission Support, U.S. Environmental Protection Agency
carter-jenkins.shakeba@epa.gov | 202-564-6385 | 202-302-6113 (mobile) | WJC North 3330
Mailing Address: 1200 Pennsylvania Avenue, NW, Washington, DC 20460

"I've learned you can tell a lot about a person by the way (s)he handles these three things: a rainy day, lost luggage, and tangled Christmas tree lights." Maya Angelou

Message

From: Helm, Arron [Helm.Arron@epa.gov]
Sent: 1/13/2022 4:51:36 PM
To: Career_Deputy_Assistant_Administrators
Career_Deputy_Regional_Administrators
CC: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: Letter of Counseling
Attachments: Letter of Counseling - EO 14043 (AM 1-13-2022 3 edits).pdf

Ex. 6 Personal Privacy (PP)

DAAs/DRAs - Per our prior discussion, sharing a copy of the Letter of Counseling that will be issued to remaining non-compliant employees. Initial round of letters will be issued today. As of this morning there were [] non-compliant employees slated to receive the letter. Let me know if you have any questions.

-Arron

Arron E. Helm
Acting Deputy Assistant Administrator for ARM
Office of Mission Support
U.S. Environmental Protection Agency
Research Triangle Park, NC
(919) 541-4252 (Office)
(919) 672-2148 (Mobile)



OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT
RESEARCH TRIANGLE PARK

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Message

From: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Sent: 10/7/2021 3:38:39 PM
To: Career_Deputy_Assistant_Administrators (b) (6); Leadership_Deputy_Regional_Administrators [(b) (5)]; Helm, Arron [Helm.Arron@epa.gov]; Collard, Erin [Collard.Erin@epa.gov]; Kamen, Mara [kamen.mara@epa.gov]; Sheehan, Charles [Sheehan.Charles@epa.gov]; Frace, Sheila [Frace.Sheila@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Cherry, Katrina [Cherry.Katrina@epa.gov]; Cascio, Wayne [Cascio.Wayne@epa.gov]; Starfield, Lawrence [Starfield.Lawrence@epa.gov]; Brincks, Mike [brincks.mike@epa.gov]; Buhl, Rick [Buhl.Rick@epa.gov]; Schreyer, Andrew [Schreyer.Andrew@epa.gov]; Breen, Barry [Breen.Barry@epa.gov]; Patrick, Kimberly [Patrick.Kimberly@epa.gov]; Jackson, Yvette [Jackson.Yvette@epa.gov]; Jablonski, Janice [jablonski.janice@epa.gov]; Blevins, John [Blevins.John@epa.gov]
CC: Williamson, Anahita [Williamson.Anahita@epa.gov]; Pace, Donald [Pace.Donald@epa.gov]; Steenbock, John [Steenbock.John@epa.gov]
Subject: RE: Operations Meeting
Attachments: vaccine communication_final draft 10 7 2021.docx

For today's Operations Call, we have two agenda topics –

- 1) Status of Contractor Vaccination Mandate/Attestation and implementation of the Visitor Attestation requirement
- 2) Communication and Education process with unvaccinated employees (draft initial communication attached)

Thanks,

Lynnann

Lynnann Hitchens
*Acting Principal Deputy Assistant Administrator
Office of Mission Support
US EPA
P: 202-564-3184
M: 202-617-0738*

-----Original Appointment-----

From: Gantt, Melissa **On Behalf Of** Hitchens, Lynnann
Sent: Thursday, July 29, 2021 4:25 PM
To: Hitchens, Lynnann; (b) (5); (b) (5) Helm, Arron; Collard, Erin; Kamen, Mara; Sheehan, Charles; Frace, Sheila; Wesley Carpenter (Carpenter.Wesley@epa.gov); Cherry, Katrina; Cascio, Wayne; Starfield, Lawrence; Brincks, Mike; Buhl, Rick; Schreyer, Andrew; Breen, Barry; Patrick, Kimberly; Yvette Jackson; Jablonski, Janice; Blevins, John
Cc: Williamson, Anahita (Williamson.Anahita@epa.gov); Pace, Donald; Steenbock, John
Subject: Operations Meeting
When: Thursday, October 7, 2021 1:00 PM-1:45 PM (UTC-05:00) Eastern Time (US & Canada).
Where: Microsoft Teams Meeting

If you are not available for this meeting and need to delegate attendance within your organization, please reach out to Melissa Gantt with the specific dates.

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

Ex. 6 Personal Privacy (PP)

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Message

From: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Sent: 10/6/2021 1:08:23 PM
To: Bell, Matthew [Bell.Matthew@epa.gov]; Gantt, Melissa [Gantt.Melissa@epa.gov]
CC: Cascio, Wayne [Cascio.Wayne@epa.gov]
Subject: RE: Questions from employees on vaccination

The blue language is what the Task Force added, when they responded to our questions. Melissa will call you – I forgot you weren't on the original request.

Thanks,

Lynnann

Lynnann Hitchens
Acting Principal Deputy Assistant Administrator
Office of Mission Support
US EPA
P: 202-564-3184
M: 202-617-0738

From: Bell, Matthew <Bell.Matthew@epa.gov>
Sent: Wednesday, October 6, 2021 8:00 AM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Gantt, Melissa <Gantt.Melissa@epa.gov>
Cc: Cascio, Wayne <Cascio.Wayne@epa.gov>
Subject: RE: Questions from employees on vaccination

I have a couple thoughts/questions:

Question 1: Ex. 5 Deliberative Process (DP)
Ex. 5 Deliberative Process (DP)

Question 2: Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Matthew Bell
Office of Mission Support
U.S. Environmental Protection Agency
(202)564-3282

From: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Sent: Wednesday, October 6, 2021 7:00 AM
To: Gantt, Melissa <Gantt.Melissa@epa.gov>

Cc: Bell, Matthew <Bell.Matthew@epa.gov>; Cascio, Wayne <Cascio.Wayne@epa.gov>

Subject: FW: Questions from employees on vaccination

The first two answers will need some modification before they can be sent. **Ex. 5 Deliberative Process (DP)**

Ex. 5 Deliberative Process (DP) Can you create draft answers for review?

I think the third answer **Ex. 5 Deliberative Process (DP)**

Thanks,

Lynnann

Lynnann Hitchens
Acting Principal Deputy Assistant Administrator
Office of Mission Support
US EPA
P: 202-564-3184
M: 202-617-0738

From: MBX OMB vaccines <Ex. 6 Personal Privacy (PP)>

Sent: Tuesday, October 5, 2021 7:40 PM

To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>

Cc: Cascio, Wayne <Cascio.Wayne@epa.gov>; Gantt, Melissa <Gantt.Melissa@epa.gov>

Subject: RE: Questions from employees on vaccination

Dear Lynnann,

Please find our answers below. We apologize about the delay.

Please let us know if we can help further,
Reena

From: Hitchens, Lynnann <hitchens.lynnann@epa.gov>

Sent: Monday, September 20, 2021 7:33 AM

To: MBX OMB vaccines <Ex. 6 Personal Privacy (PP)>

Cc: Cascio, Wayne <Cascio.Wayne@epa.gov>; Gantt, Melissa <Gantt.Melissa@epa.gov>

Subject: Questions from employees on vaccination

We wanted to send forward a number of questions we received from employees for consideration of the Task Force:

Question: I am actively enrolled in a clinical trial with the Department of Defense that is developing a vaccine related to COVID19 and other coronavirus linked diseases. I understand that the executive order mandates vaccination to COVID19 for federal employees and contractors. As you are well aware, volunteers participating in clinical trials to develop novel vaccination approaches are critical. Unfortunately receiving an additional vaccination during the clinical trial would cause participants to be removed from the study and negatively impact the potential vaccine under development.

I would like to ask that the policy implementing this EO considers this population. Federal employees or contractors who are volunteering to aid in the development of scientific solutions and clinical trials needed to overcome this (SARS-Cov2) and future threats should have an ability to continue to do so without risk of disciplinary actions.

If you'd like more details on the clinical trial I am participating in please see the Army press release. -

><https://www.wrair.army.mil/node/636><

Ex. 5 Deliberative Process (DP)

Question: I am wondering what I should mark down as my vaccination status. I received both shots of the Pfizer Vaccine in April 2021. However, my doctor had my antibody level checked and I do not have the antibodies and was told that I am “unvaccinated.” I understand the definition for the attestation would have be mark “vaccinated” but I am medically “unvaccinated” and was told to act as though I never received the vaccine.

Ex. 5 Deliberative Process (DP)

Question: I had COVID (positive test) in January then got the Moderna vaccine – I was fairly sick. The literature demonstrates that COVID+ plus a single dose of MRNA vaccine provides as much protection or more (antibody-wise) as two doses in an non-COVID person. I there any consideration given to COVID+ plus single vaccine dose being considered vaccinated?

Ex. 5 Deliberative Process (DP)

Thanks,

Lynnann

Lynnann Hitchens

Acting Principal Deputy Assistant Administrator

Office of Mission Support

US EPA

P: 202-564-3184

M: 202-617-0738

Message

From: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Sent: 9/14/2021 8:39:21 PM
To: Career_Deputy_Assistant_Administrators [Ex. 6 Personal Privacy (PP)]; Career_Deputy_Regional_Administrators [Ex. 6 Personal Privacy (PP)];
CC: Patrick, Kimberly [Patrick.Kimberly@epa.gov]; Legare, Pamela [Legare.Pamela@epa.gov]; Braxton, Marilyn [Braxton.Marilyn@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]
Subject: FW: Executive Order 14042 – “Ensuring Adequate COVID Safety Protocols for Federal Contractors”
Attachments: Response to Internal Questions - Final 91421.docx

Good Afternoon –

Please see the attached document that was distributed to the agency acquisition community. Please let Kimberly know if you have any questions.

Thanks,

Lynnann

Lynnann Hitchens
Acting Principal Deputy Assistant Administrator
Office of Mission Support
US EPA
P: 202-564-3184
M: 202-617-0738

From: Patrick, Kimberly <Patrick.Kimberly@epa.gov>
Sent: Tuesday, September 14, 2021 3:42 PM
To: OCFO-SROs [Ex. 6 Personal Privacy (PP)]; OMS-ARM-OAS-LEADERSHIP MEETING [Ex. 6 Personal Privacy (PP)]; [Ex. 6 Personal Privacy (PP)]; OMS-ARM-OAS_RAMs [Ex. 6 Personal Privacy (PP)]; Regional Mission Support Division - Directors [Ex. 6 Personal Privacy (PP)]; Regional Mission Support Division - Deputy Directors [Ex. 6 Personal Privacy (PP)]; Hunter, Dawone <Hunter.Dawone@epa.gov>; Harmon, Russell <Harmon.Russell@epa.gov>; McCluney, Lance <McCluney.Lance@epa.gov>; Quarles, Michael <Quarles.Michael@epa.gov>; Hyde, Courtney <Hyde.Courtney@epa.gov>; Marusiak, Eleanor <Marusiak.Eleanor@epa.gov>; Roberts, Timothy-P <Roberts.Timothy-P@epa.gov>; Freggens, Barbara <Freggens.Barbara@epa.gov>; Moore, Deon <Moore.Deon@epa.gov>; Hall, Joseph <Hall.Joseph@epa.gov>; Durrant, Patricia <Durrant.Patricia@epa.gov>; Burton, Shelandra <Burton.Shelandra@epa.gov>; Connell, Lenore <Connell.Lenore@epa.gov>; Nolte, Christopher <Nolte.Christopher@epa.gov>; Miles, Nicole <Miles.Nicole@epa.gov>; Wilbur, Jennifer <Wilbur.Jennifer@epa.gov>; Slaughter, Dorothy <Slaughter.Dorothy@epa.gov>; Gillikin, Pamela <Gillikin.Pamela@epa.gov>; Brinkmiller, Michael <Brinkmiller.Michael@epa.gov>; Brown, Dawn <Brown.Dawn@epa.gov>; Burnett-Bakr, Robbin <Burnett-Bakr.Robbin@epa.gov>; Brown, Rayna <brown.rayna@epa.gov>; Murphy, Yvonne <Murphy.Yvonne@epa.gov>; Flemming, Tongee <flemming.tongee@epa.gov>
Cc: Pakula, Kenneth <Pakula.Kenneth@epa.gov>; McGraw, Sara <McGraw.Sara@epa.gov>; Rutland, Jade <Rutland.Jade@epa.gov>; Vaughn, Celia <Vaughn.Celia@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Brown, Dawn <Brown.Dawn@epa.gov>; Brown, Rayna <brown.rayna@epa.gov>; Coogan, Daniel <Coogan.Daniel@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>
Subject: Executive Order 14042 – “Ensuring Adequate COVID Safety Protocols for Federal Contractors”

Good Afternoon Acquisition Community,

On September 9, 2020, Executive Order 14042 – “Ensuring Adequate COVID Safety Protocols for Federal Contractors” was issued. This Executive Order was issued with the following purpose,

“to promote economy and efficiency in Federal procurement by ensuring that the parties that contract with the Federal Government provide adequate COVID-19 safeguards to their workers performing on or in connection with a Federal Government contract...These safeguards will decrease the spread of COVID-19, which will decrease worker absence, reduce labor costs, and improve the efficiency of contractors and subcontractors at sites where they are performing work for the Federal Government. Accordingly, ensuring that Federal contractors and subcontractors are adequately protected from COVID-19 will bolster economy and efficiency in Federal procurement.”

I am certain that this Executive Order has generated lots of questions internally and from the contractor community. Attached please find a document that summarizes the key points of the Executive Order, and information about where we currently are with implementation. Please share this document internally, only, with your CORs and COs. If you have any questions, please do not hesitate to ask.

Kimberly Y. Patrick,
Senior Procurement Executive and Director

EPA Office of Acquisition Solutions
1300 Pennsylvania Avenue, NW
Washington, DC 20004
Phone: (202) 564-4310
Cell: (202) 816-1928
Fax: (202) 565-2475
Email: Patrick.kimberly@epa.gov

OAS...Advancing EPA's Mission Through Acquisitions!

Message

From: Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]
Sent: 10/4/2021 1:34:28 AM
To: Kamen, Mara [kamen.mara@epa.gov]
CC: Jones, Rhonda [jones.rhonda@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: OPM Memo Attached: Guidance on Applying Coronavirus Disease 2019 Vaccination Requirements to New Hires – Executive Order 14043

Mara,

In quick review, thankful for the example language provided by OPM for the hiring, and job offer (tentative and final) letters.

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Lizabeth Engebretson, OHR

(202) 564-0804; engebretson.lizabeth@epa.gov

From: Kamen, Mara <kamen.mara@epa.gov>
Sent: Sunday, October 03, 2021 12:31 PM
To: Caro, Vique <Caro.Vique@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Hitchens, Lynnnann <hitchens.lynnann@epa.gov>; Kalikhman, Yulia <kalikhman.yulia@epa.gov>; Shanahan, Katherine <Shanahan.Katherine@epa.gov>; Allen, Tania <Allen.Tania@epa.gov>; Brown, Phil <Brown.Phil@epa.gov>; Caple, Cynthia <Caple.Cynthia@epa.gov>; Cheeks, Raymond <Cheeks.Raymond@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Datcher, Linda <Datcher.Linda@epa.gov>; Dean, StevenB <Dean.StevenB@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hembrey, Cheri <Hembrey.Cheri@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Jones, Rhonda <jones.rhonda@epa.gov>; Robertson, Mary <Robertson.Mary@epa.gov>
Subject: FW: OPM Memo Attached: Guidance on Applying Coronavirus Disease 2019 Vaccination Requirements to New Hires – Executive Order 14043
Importance: High

fyi

From: CHCO Council <Ex. 6 Personal Privacy (PP)>
Sent: Friday, October 1, 2021 9:55 AM
Subject: OPM Memo Attached: Guidance on Applying Coronavirus Disease 2019 Vaccination Requirements to New Hires – Executive Order 14043
Importance: High

Good morning,

Today OPM issued a memorandum titled, "Guidance on Applying Coronavirus Disease 2019 Vaccination Requirements to New Hires – Executive Order 14043." A 508-conformant version of this memorandum is attached above and online for the benefit of readers with disabilities at: <https://chcoc.gov/content/guidance-applying-coronavirus-disease-2019-vaccination-requirements-new-hires-%E2%80%93-executive>

If you have any follow-up questions, please email: Ex. 6 Personal Privacy (PP)

All the best,
CHCO Council

Message

From: Collins, BJ [Collins.BJ@epa.gov]
Sent: 10/4/2021 9:00:44 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Fwd: Emails with OHR about Vaccines
Attachments: image003.jpg; RE: Covid Vaccine Email to Pending Hires; FW: Covid Vaccine Email to Pending Hires

I'll close the loop with the SSCs.

BJ Collins
Acting Director
Office of Administration and Resources Management-RTP
US EPA
Office Phone - 919-541-5515
Cell Phone - 919-368-6682

Begin forwarded message:

From: "Atkinson, Ryan" <Atkinson.Ryan@epa.gov>
Date: October 4, 2021 at 4:10:58 PM EDT
To: "Collins, BJ" <Collins.BJ@epa.gov>
Cc: "Jones, Laura" <Jones.Laura@epa.gov>
Subject: Emails with OHR about Vaccines

Ex. 5 Deliberative Process (DP)

Ex. 5 Deliberative Process (DP)

Ryan Atkinson
Acting Director
HRMD, OARM-RTP
U.S Environmental Protection Agency
Research Triangle Park, NC
Office: 919-541-2425
Cell: 919-937-7970

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Appointment

From: Gantt, Melissa [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=81494F04EA2B4D848261DA8229A15378-GANTT, MELI]
on behalf of Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Sent: 9/15/2021 9:17:06 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Noga, Vaughn [Noga.Vaughn@EPA.GOV]; Collard, Erin [Collard.Erin@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Coogan, Daniel [Coogan.Daniel@epa.gov]; Jablonski, Janice [jablonski.janice@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]; Epley, Brian [epley.brian@epa.gov]; Updike, David [Updike.David@epa.gov]; Jackson, Yvette [Jackson.Yvette@epa.gov]; Gibson, Dave [Gibson.Dave@epa.gov]; Patrick, Kimberly [Patrick.Kimberly@epa.gov]; Legare, Pamela [Legare.Pamela@epa.gov]; Braxton, Marilyn [Braxton.Marilyn@epa.gov]; Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]
CC: Gantt, Melissa [Gantt.Melissa@epa.gov]
Subject: Executive Orders - Vaccination Status Discussion
Attachments: Emp_Vaccination_Rqmt_Data_Outreach_Reporting_20210916.pdf
Location: Microsoft Teams Meeting
Start: 9/17/2021 8:00:00 PM
End: 9/17/2021 9:00:00 PM
Show Time As: Busy

Required Attendees: Noga, Vaughn; Collard, Erin; Helm, Arron; Coogan, Daniel; Jablonski, Janice; Bell, Matthew; Brian Epley; Updike, David; Yvette Jackson; Gibson, Dave; Patrick, Kimberly; Legare, Pamela; Braxton, Marilyn; Carter-Jenkins, Shakeba

From LH – 9/17 --- Please see attached slide deck from OMB – vaccination data collection requirements and timeline for communications prior to November 22nd. Below I've copied an excerpt from the OMB transmittal email, which contains a number of important links:

Today, the Safer Federal Workforce Task Force ("Task Force") released [implementation guidance](#) related to Executive Order 14043 on [Requiring Coronavirus Disease 2019 Vaccination for Federal Employees](#) ("the order") that was signed by President Biden on September 9, 2021, as part of his [Path Out of the Pandemic: COVID-19 Action Plan](#). The order requires agencies to implement, to the extent consistent with applicable law, a program to require COVID-19 vaccination for covered Federal employees, with exceptions only as required by law.

This implementation guidance satisfies the directive in EO 14043 for the Task Force to issue implementation guidance within 7 days of the order and was published in the form of Frequently Asked Questions (FAQs) on [SaferFederalWorkforce.gov](#). Agencies should also reference the updated [Agency Model Safety Principles](#) from the Task Force, which were updated by the Task Force on September 13.

Key Milestones

Agencies should be aware of the following key dates related to implementation of the vaccination requirement for covered Federal employees:

- **September 22:** Agency weekly reporting of aggregate information to OMB begins
- **October 11:** First dose deadline (if employees are getting the Moderna COVID-19 vaccine)
- **October 18:** First dose deadline (if employees are getting the Pfizer-BioNTech COVID-19 vaccine)
- **November 8:** Second dose deadline (for Moderna and Pfizer-BioNTech)
- **November 8:** First (only) dose deadline (if employees are getting the Johnson and Johnson (J&J)/Janssen COVID-19 vaccine)
- **November 22:** Covered Federal employees must be fully vaccinated

- **By start date:** New employees need to be fully vaccinated by their start date or November 22, whichever is later (agency heads may approve exceptions to up to 60 days after start date for urgent, mission critical hiring needs)

Data Collection and Reporting

All agencies will need to promptly begin data collection from employees, including the collection of documentation of proof of vaccination, pursuant to the guidance issues today. In addition, CFO Act agencies are required to report to OMB on a weekly basis, starting on Wednesday, September 22, on aggregate information related to the overall vaccination status of the agency workforce at the level of bureaus/component agencies.

On Wednesday, September 15, the Task Force hosted office hours on data collection and reporting related to the employee vaccination requirement. The slides from that meeting are attached for your reference and use with your teams that are implementing related policies, processes, tools, systems, and applications for collecting and maintaining vaccination information from employees and reporting aggregate information on a weekly basis to OMB.

Detailed instructions on these reporting requirements and how to access and use the reporting tool will be provided soon to agency points of contact to the President's Management Council (PMC) Working Group on Reentry and the Future of Work.

Hi Melissa,

Meeting requested by Mr. Noga – Discuss the requirements from OMB in reference to both Executive Orders,
Subject: Vaccination Status

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

Ex. 6 Personal Privacy (PP)

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[Learn More](#) | [Meeting options](#)

Appointment

From: Helm, Arron [Helm.Arron@epa.gov]

Sent: 1/24/2022 10:49:36 PM

Subject: Interagency Meeting on Nationwide Injunction on Vaccination Requirement (EO 14043)

Location: Ex. 6 Personal Privacy (PP)

Start: 1/25/2022 6:00:00 PM

End: 1/25/2022 7:00:00 PM

Show Time As: Tentative

Recurrence: (none)

Message

From: Helm, Arron [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=9DCCF7A7CF6742F8B8B008A0C978D6DB-HELM, ARRON]
Sent: 1/22/2022 9:21:13 PM
To: Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Ryan Atkinson [Atkinson.Ryan@epa.gov]; Sykes, Tiffany [Sykes.Tiffany@epa.gov]; Parker, Krisheena [Parker.Krisheena@epa.gov]
CC: Caro, Vique [Caro.Vique@epa.gov]; Collins, BJ [Collins.BJ@epa.gov]; Scola, Jennifer [Scola.Jennifer@epa.gov]; Harris, Chanya [Harris.Chanya@epa.gov]
Subject: FW: [Safer Federal Workforce] Time-Sensitive Update on Implementation of E.O. 14043

Ex. 5 Deliberative Process (DP)

From: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Sent: Saturday, January 22, 2022 3:58 PM
To: COVID Coordination and Collaboration Team <COVIDCoordinationAndCollaborationTeam@epa.gov>; Wells, Krysti <Wells.Krysti@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Wooden-Aguilar, Helena <Wooden-Aguilar.Helena@epa.gov>; Caro, Vique <Caro.Vique@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Helm, Arron <Helm.Arron@epa.gov>; Schreyer, Andrew <Schreyer.Andrew@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Hublar, Jennifer <Hublar.Jennifer@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: [Safer Federal Workforce] Time-Sensitive Update on Implementation of E.O. 14043

Below is the initial guidance regarding the preliminary nationwide injunction prohibiting implementation and enforcement of E.O. 14043.

Please share with your teams as appropriate – hiring, discipline process, and exception process.

Shakeba – we will need a modification to the EPA careers internet page and modifications to the COVID-19 intranet site, language below.

If you have any questions or areas needing clarification, please let me know.

Thanks,

Lynnann

Lynnann Hitchens
Acting Principal Deputy Assistant Administrator
Office of Mission Support
US EPA
P: 202-564-3184
M: 202-617-0738

From: Welch, Lily M. EOP/OMB <Ex. 6 Personal Privacy (PP)>
Sent: Friday, January 21, 2022 6:46 PM
To: MBX OMB vaccines <Ex. 6 Personal Privacy (PP)>
Subject: [Safer Federal Workforce] Time-Sensitive Update on Implementation of E.O. 14043

Please see below for a time-sensitive communication regarding implementation of Executive Order (E.O.) 14043 from the Office of Management and Budget (OMB):

As you know, Executive Order (E.O.) 14043 requires each agency to implement, to the extent consistent with applicable law, a program to require COVID-19 vaccination for covered Federal employees, with exceptions only as required by law. Today, a district court judge issued a preliminary nationwide injunction prohibiting implementation and enforcement of E.O. 14043. The Department of Justice has appealed this decision.

Note that this injunction is limited to implementation and enforcement of E.O. 14043, which imposes a vaccination requirement. It has no effect on enforcement of other workplace safety protocols related to vaccination status, such as masking, physical distancing, testing, travel, and quarantine requirements. Agencies should continue to enforce such workplace safety protocols. Those protocols do not require vaccination, and they are based on authorities other than E.O. 14043.

The Safer Federal Workforce Task Force, in consultation with the Department of Justice, will provide further guidance expeditiously regarding implementation of this injunction. Until we issue that guidance, agencies should not take any actions to implement or enforce E.O. 14043. Nor should they take any actions with respect to processing requested exceptions to the vaccination requirement pursuant to E.O. 14043.

Agencies should conspicuously note on Federal websites where they post job opportunity announcements that the vaccination requirement for Federal employees pursuant to E.O. 14043 is currently not being implemented and enforced. Agencies can use the following as a template for banners or similar posts on such Federal websites with job opportunity announcements:

“To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on *Requiring Coronavirus Disease 2019 Vaccination for Federal Employees*. Therefore, to the extent a Federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to E.O. 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.”

Agencies can send questions regarding this initial guidance to Ex. 6 Personal Privacy (PP)

Message

From: Helm, Arron [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=9DCCF7A7CF6742F8B8B008A0C978D6DB-HELM, ARRON]
Sent: 1/13/2022 4:51:36 PM
To: Career_Deputy_Assistant_Administrators (b) (6)
Career_Deputy_Regional_Administrators
CC: Hitchens, Lynnann
Subject: Letter of Counseling
Attachments: Letter of Counseling - EO 14043 (AM 1-13-2022 3 edits).pdf

DAAs/DRAs - Per our prior discussion, sharing a copy of the Letter of Counseling that will be issued to remaining non-compliant employees. Initial round of letters will be issued today. As of this morning there were [] non-compliant employees slated to receive the letter. Let me know if you have any questions.

-Arron

Arron E. Helm
Acting Deputy Assistant Administrator for ARM
Office of Mission Support
U.S. Environmental Protection Agency
Research Triangle Park, NC
(919) 541-4252 (Office)
(919) 672-2148 (Mobile)



OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT
RESEARCH TRIANGLE PARK

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Message

From: Helm, Arron [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=9DCCF7A7CF6742F8B8B008A0C978D6DB-HELM, ARRON]
Sent: 1/25/2022 1:18:54 PM
To: Atkinson, Ryan [Atkinson.Ryan@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Sykes, Tiffany [Sykes.Tiffany@epa.gov]; Parker, Krisheena [Parker.Krisheena@epa.gov]; Jones, Laura [Jones.Laura@epa.gov]
CC: Caro, Vique [Caro.Vique@epa.gov]; Collins, BJ [Collins.BJ@epa.gov]; Harris, Chanya [Harris.Chanya@epa.gov]; Scola, Jennifer [Scola.Jennifer@epa.gov]
Subject: RE: VA language re:injunction

Great – thanks all.

From: Atkinson, Ryan <Atkinson.Ryan@epa.gov>
Sent: Tuesday, January 25, 2022 8:07 AM
To: Helm, Arron <Helm.Arron@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Sykes, Tiffany <Sykes.Tiffany@epa.gov>; Parker, Krisheena <Parker.Krisheena@epa.gov>; Jones, Laura <Jones.Laura@epa.gov>
Cc: Caro, Vique <Caro.Vique@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Harris, Chanya <Harris.Chanya@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>
Subject: RE: VA language re:injunction

Thanks Arron, we notified the staffers of this yesterday. We are updating the language in our VAs, tentative and final offer letters, and on the Careers page.

From: Helm, Arron <Helm.Arron@epa.gov>
Sent: Tuesday, January 25, 2022 8:05 AM
To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Sykes, Tiffany <Sykes.Tiffany@epa.gov>; Parker, Krisheena <Parker.Krisheena@epa.gov>; Jones, Laura <Jones.Laura@epa.gov>
Cc: Caro, Vique <Caro.Vique@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Harris, Chanya <Harris.Chanya@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>
Subject: VA language re:injunction

In addition to modifying all open Vacancies announcements with similar language, also need to reissue all pending tentative and final offers per the below. Let me know if we need to discuss.

Ex. 5 Deliberative Process (DP)

Arron E. Helm
Acting Deputy Assistant Administrator for ARM
Office of Mission Support
U.S. Environmental Protection Agency
Research Triangle Park, NC
(919) 541-4252 (Office)
(919) 672-2148 (Mobile)



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Message

From: Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]
Sent: 12/14/2021 2:57:31 PM
To: Almazan, Christina [almazan.christina@epa.gov]
CC: Middleton, Thora [Middleton.Thora@epa.gov]
Subject: Safety Plan for Posting
Attachments: EPA_COVID Safety Plan_Dec152021 FINAL.docx

Hi Christina, Good Morning!

Attached is the safety plan we've been chatting about. It's in a good shape and ready for posting with the caveat that one section maybe be slightly changed with an edit to a few sentences.

The plan will replace the existing plan on the covid site.

Let me know if you have questions or want to chat.

Thank you

Shakeba Carter-Jenkins
OMS Communications Director &
Senior Special Assistant
Office of Mission Support, U.S. Environmental Protection Agency
carter-jenkins.shakeba@epa.gov | 202-564-6385 | 202-302-6113 (mobile) | WJC North 3330
Mailing Address: 1200 Pennsylvania Avenue, NW, Washington, DC 20460

"I've learned you can tell a lot about a person by the way (s)he handles these three things: a rainy day, lost luggage, and tangled Christmas tree lights." Maya Angelou

Message

From: Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]
Sent: 11/3/2021 9:12:39 PM
To: Jackson, Yvette [Jackson.Yvette@epa.gov]; Daniels, Alva [daniels.alva@epa.gov]
CC: Almazan, Christina [almazan.christina@epa.gov]; Coogan, Daniel [Coogan.Daniel@epa.gov]
Subject: Action Needed: EPA Medical Certification for Covid-19 Vaccine Exception Request.docx
Attachments: EPA Medical Certification for Covid-19 Vaccine Exception Request.docx

Importance: High

Hi,

This form was created by OGC, OCR, and our RA team and is designed to collect vaccine exception request information and route through the appropriate approval process. The form will live on the COVID-19 site for employees to use. We aren't sure if the form needs an EPA document number. Can you all advise?

Thanks,

Message

From: Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]
Sent: 10/18/2021 1:04:15 PM
To: Almazan, Christina [almazan.christina@epa.gov]; Middleton, Thora [Middleton.Thora@epa.gov]
Subject: Updated COVID Q&As
Attachments: Updated COVID FAQs v3.docx

Good Morning,

Attached are the latest FAQs for posting and ones for deletion. There should be two sections: leave and vaccination.

<https://work.epa.gov/covid-19/leave-considerations>

Happy to discuss or answer any questions.

Thanks,
Shakeba



Report Vaccination Information on ServiceNow

This Quick Reference Guide will walk you through the steps for reporting your vaccination information through the Report Vaccination form on ServiceNow.

Note: This form is for use by EPA Federal employees only.

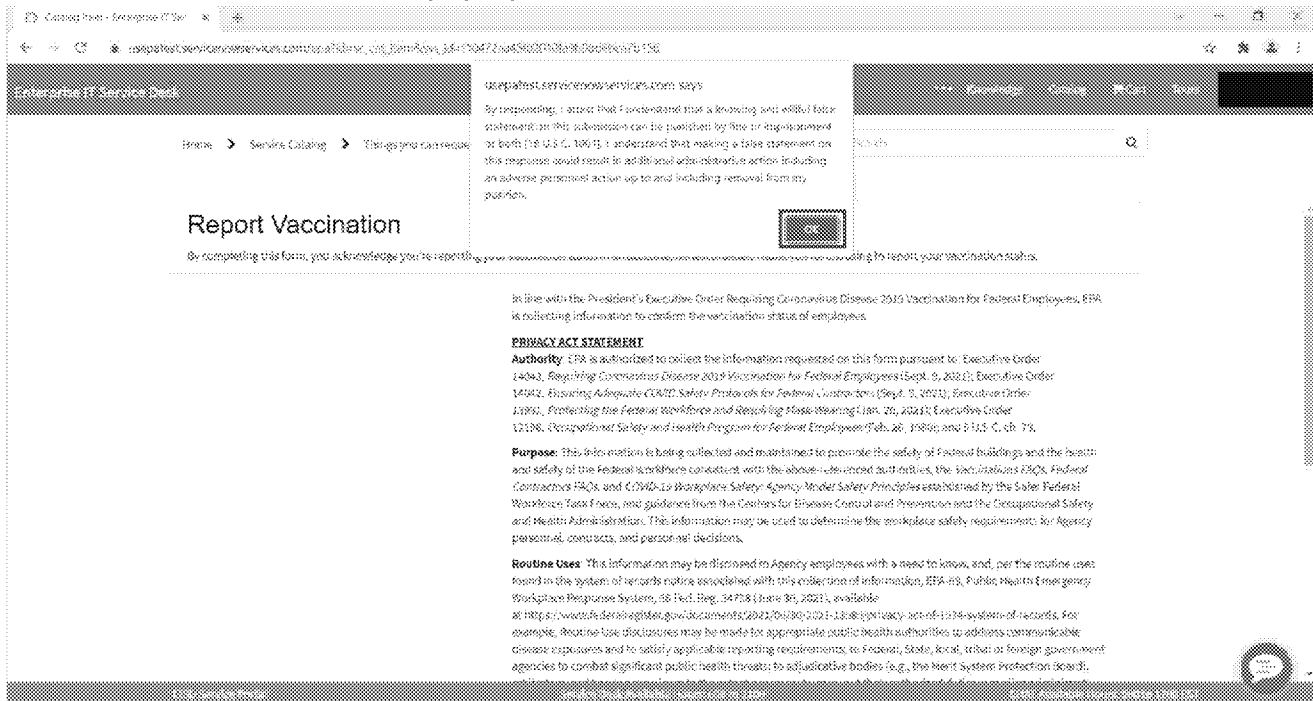
1. Before you start, connect to the VPN.
2. Go to the [Report Vaccination Form](#) in Service Now.
3. Select Single Sign-On to sign into ServiceNow.

WARNING: This system contains U.S. Government Data. Unauthorized use of this system is prohibited.

This computer system, including all related equipment, network, and software hardware (specifically including internet access) are provided only for authorized U.S. Government use. U.S. Government computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized for management of the system, to facilitate production support infrastructure, and to verify security, performance, and operational metrics. Monitoring includes action taken by authorized U.S. Government entities to verify the security of this system. During monitoring, collection may be expanded, reduced, ceased and/or used for authorized purposes. All information, including personal information, placed in text into this system may be reviewed.

Use of this computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal,

4. Review the information in the pop-up box and click OK to continue.



Interactive IT Service Desk

Report Vaccination

By completing this form, you acknowledge you're reporting your vaccination status.

In line with the President's Executive Order Requiring Coronavirus Disease 2019 Vaccination for Federal Employees, EPA is collecting information to confirm the vaccination status of employees.

PRIVACY ACT STATEMENT

Authority: EPA is authorized to collect the information requested on this form pursuant to: Executive Order 14042, *Requiring Coronavirus Disease 2019 Vaccination for Federal Employees* (Sept. 9, 2021); Executive Order 14042, *Ensuring Adequate COVID Safety Protocols for Federal Contractors* (Sept. 9, 2021); Executive Order 13961, *Protecting the Federal Workforce and Resolving Mask-Wearing* (Jan. 20, 2021); Executive Order 12196, *Occupational Safety and Health Program for Federal Employees* (Feb. 28, 1980); and 5 U.S.C. 55 79.

Purpose: This information is being collected and maintained to promote the safety of Federal buildings and the health and safety of the Federal workforce consistent with the above-mentioned authorities, the *Incidentals Rule*, *Federal Contractors Rule*, and *COVID-19 Workplace Safety Agency Model Safety Principles* established by the Senior Federal Workplace Task Force, and guidance from the Centers for Disease Control and Prevention and the Occupational Safety and Health Administration. This information may be used to determine the workplace safety requirements for Agency personnel, contractors, and personal decisions.

Routine Uses: This information may be disclosed in Agency employees with a need to know, and, per the routine uses found in the system of records notice associated with this collection of information (EPA-03, Public Health Emergency Workplace Response System, 58 Fed. Reg. 34728 (June 30, 2021)), available at <http://www.dhs.gov/privacy/records/2021/06/30/2021-1388-privacy-act-of-1974-system-of-records>. For example, routine use disclosures may be made for appropriate public health authorities to address communicable disease exposures and to satisfy applicable reporting requirements to Federal, State, local, tribal or foreign government agencies to combat significant public health threats to adjudicative bodies (e.g., the Health System Protection Board).

5. After reviewing the Privacy Act Statement, scroll down to access the Report Vaccination form.

6. The first question is **Have you received a COVID-19 vaccine dose?** Click the arrow on the right-hand side of the answer box to access the drop-down menu.



Have you received a COVID-19 vaccine dose?

Yes

No

No - I have or will be requesting a disability accommodation

No - I have or will be requesting a religious accommodation



7. If you have **not** received a COVID-19 vaccine dose, skip to step 25. If you have received one or more vaccine doses, select Yes.

Previous doses

None

Have you received a COVID-19 vaccine dose?

No

Yes

No - I have or will be requesting a disability accommodation

No - I have or will be requesting a religious accommodation

Add attachments

8. More answer boxes will appear underneath your answer.

Previous doses

None

Have you received a COVID-19 vaccine dose?

Yes

* Name of the health care professional or clinic site administering the vaccine

None

* Vaccine

None

* How many doses do you wish to report?

1

* Date administered

Submit

9. For **Name of the health care professional or clinic site administering the vaccine**, click the arrow on the right-hand side of the answer box to access the drop-down menu.

Previous doses

None

Have you received a COVID-19 vaccine dose?

Yes

* Name of the health care professional or clinic site administering the vaccine

None

* Vaccine

None



10. The drop-down menu has four options. Select the answer that matches the information on your vaccination record. If you do not see an option for the location, select Other. If you received vaccination doses at **different** locations, select Other.

* Name of the health care professional or clinic site administering the vaccine

Mass/Community Vaccination Site

-- None --

Doctor Office (Urgent care, primary care, etc.)

Local Pharmacy (CVS, WalMart, Etc.)

Mass/Community Vaccination Site

Other

* Second date administered

11. If you did not select Other, skip to step 12. If you selected Other, a new question will appear under **Other health care professional**. Type the location of your vaccine dose(s) into the answer box.

Previous doses

None

Have you received a COVID-19 vaccine dose?

Yes

* Name of the health care professional or clinic site administering the vaccine

Other

* Other health care professional

12. For **Vaccine**, click the arrow on the right-hand side of the answer box to access the drop-down menu and select the vaccine that you received.

Have you received a COVID-19 vaccine dose?

Yes

* Name of the health care professional or clinic site administering the vaccine

Community temporary vaccination site

* Vaccine

-- None --

Johnson & Johnson

Moderna

Pfizer



13. For **How many doses do you wish to report?**, click the arrow on the right-hand side of the answer box to access the drop-down menu.

* Name of the health care professional or clinic site administering the vaccine
Community temporary vaccination site

* Vaccine
Pfizer

* How many doses do you wish to report?
1

* Date administered

14. Select the number of doses that you received.

Important: Only submit the information for your first (only) dose of Johnson & Johnson or first two doses of Moderna or Pfizer. Do not submit information for a booster shot.

Have you received a COVID-19 vaccine dose?
Yes

* Name of the health care professional or clinic site administering the vaccine
Community temporary vaccination site

* Vaccine
Pfizer

* How many doses do you wish to report?
1

Submit

15. For your first (or only) dose, click the calendar icon to the right-side of **Date administered**.

* Name of the health care professional or clinic site administering the vaccine
Community temporary vaccination site

* Vaccine
Pfizer

* How many doses do you wish to report?
1

* Date administered

Submit

16. On the calendar pop-up box, use the left-hand arrow to navigate to the month you received your first or only dose. Select the date you received your dose on the calendar.



* Name of the health care professional or clinic site administering the vaccine
Community temporary vaccination site

* Vaccine
Pfizer

* How many doses do you wish to report?
1

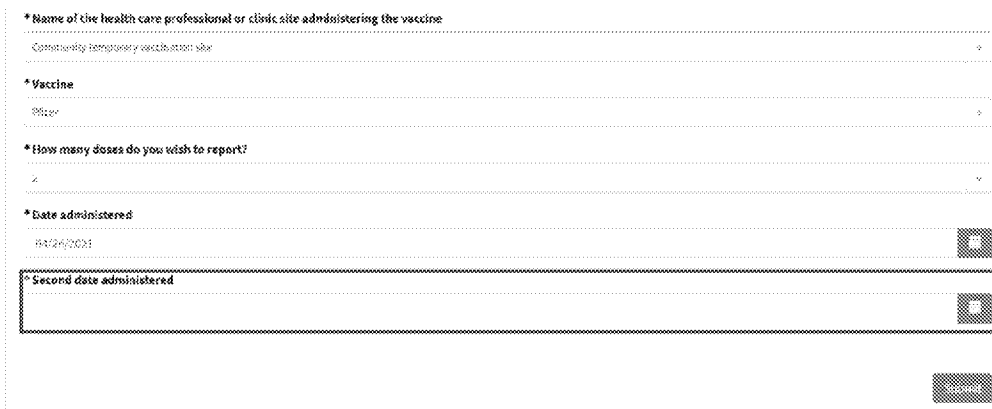
* Date administered
04/18/2021

April 2021

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Add attach

17. If you received a second dose, repeat steps 18 and 19 for the **Second date administered** box.



* Name of the health care professional or clinic site administering the vaccine
Community temporary vaccination site

* Vaccine
Pfizer

* How many doses do you wish to report?
1

* Date administered
04/18/2021

* Second date administered

Submit

18. Underneath the submit button is an Add attachments button. Click it to open a pop-up box to select your photo.

* How many doses do you wish to report?

2

* Date administered

03/17/2021

* Second date administered

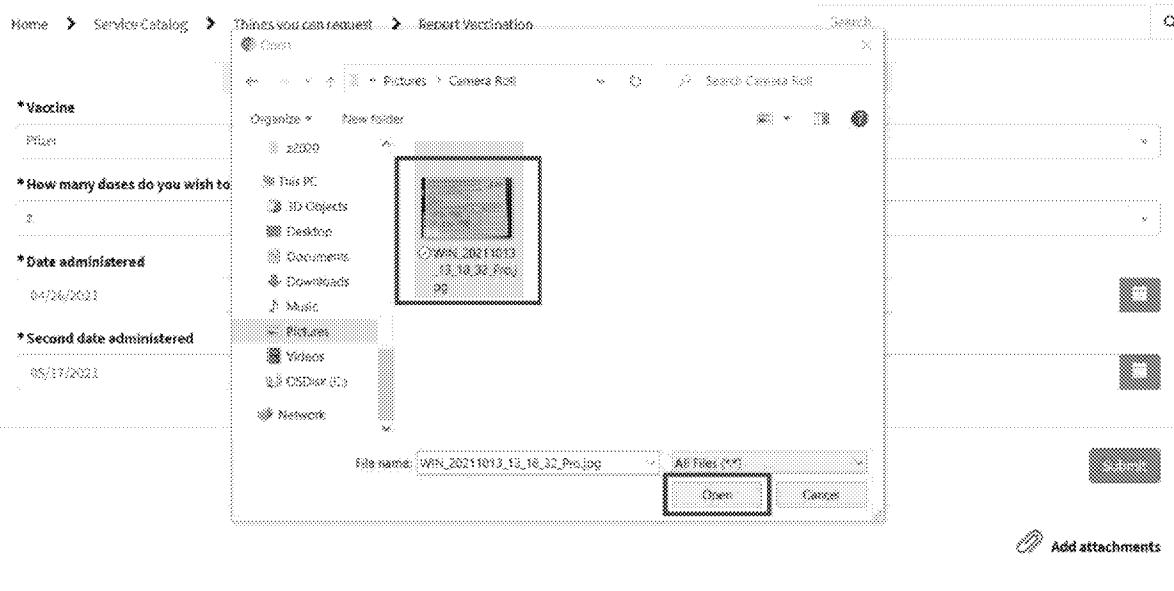
04/07/2021

⚠ Please use the paperclip below to attach vaccine record

Submit

📎 Add attachments

19. Use the left-hand menu of the pop-up box to navigate to the save location of your vaccination record. Once you have, click the photo and then select Open.



📎 Add attachments



20. Confirm that your image attached by checking that the image file name and image size appears between the Submit and Add attachments buttons.

* How many doses do you wish to report?

2

* Date administered

06/21/2021

* Second date administered

07/12/2021

Submit

WIN_20211013_13_18_32_Pro.jpg (2.3 MB)
just now

Add attachments

21. Click the Submit button.

* How many doses do you wish to report?

1

* Date administered

06/21/2021

* Second date administered

07/12/2021

Submit

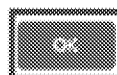
WIN_20211013_13_18_32_Pro.jpg (2.3 MB)
just now

Add attachments

22. You will receive a pop-up that confirms your submittal has been recorded. Click OK.

usepatent.servicenowservices.com says

Your submittal has been recorded.





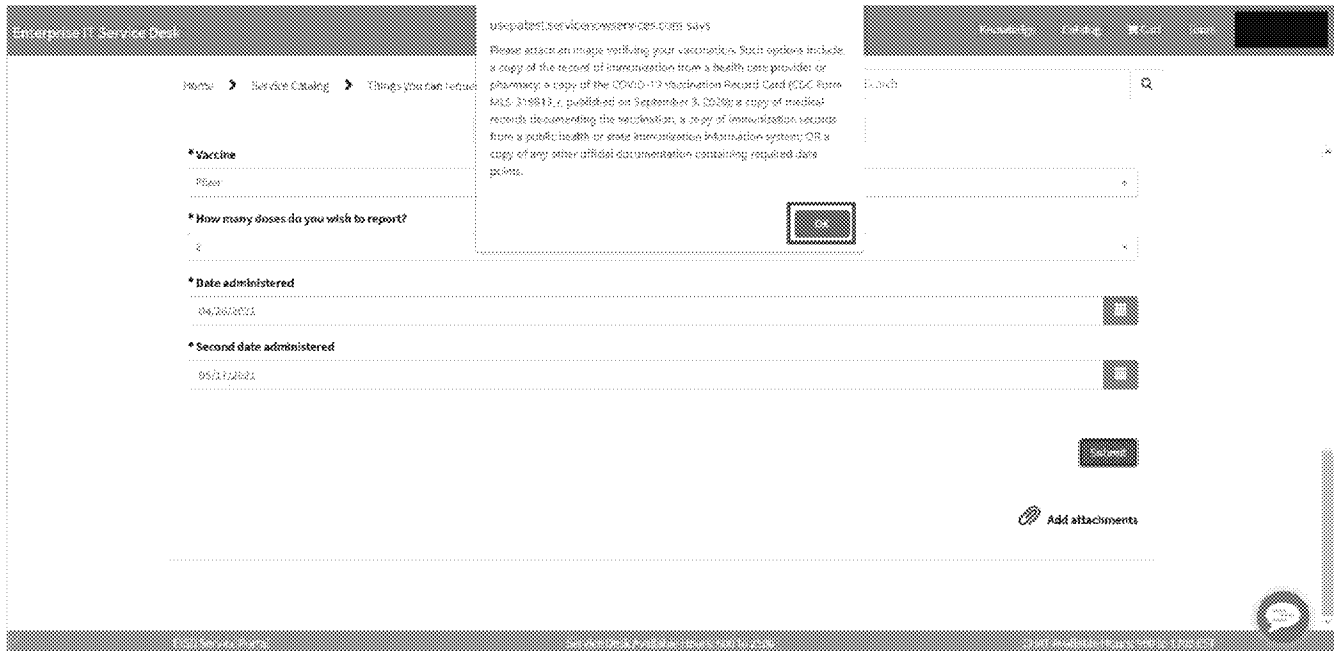
23. ServiceNow will display a screen confirming that your vaccination submission successfully updated. You may exit ServiceNow once you receive that screen.



Thank you!

Your vaccination submission has been successfully updated.

24. If you click the Submit button before you add the image of your vaccination documentation, you will receive a pop-up box directing you to attach the image. Click OK and then return to step 21 to upload your image.



Enterprise IT Service Desk

us.epa.gov/servicescenter/enr-com/says

Please attach an image verifying your vaccination. Your options include:
a copy of the record of immunization from a health care provider or pharmacy; a copy of the COVID-19 Vaccination Record Card (CDC Form #156-316813, published on September 8, 2020); a copy of medical records documenting the vaccination; a copy of immunization records from a public health or state immunization information system; OR a copy of any other official documentation containing required data points.

*** Vaccine**
Please

*** How many doses do you wish to report?**
2

*** Date administered**
04/26/2021

*** Second date administered**
05/17/2021

Submit

OK

Add attachments

Full Name (Last, First, Middle Initial)
Work Email Address (Last, First, Middle Initial)
Phone Number (Area Code, Number, Extension)



If you have not had one or more doses of a vaccine

25. If you have **not** received a COVID-19 vaccine dose, for **Have you received a COVID-19 vaccine dose?**, select one of the following responses:

- a. No
- b. No – I have or will be requesting a disability accommodation
- c. No – I have or will be requesting a religious accommodation

By completing this form, you acknowledge you're reporting your vaccination status in an accurate, honest manner. Thank you for choosing to report your vaccination status.

safety measures and personnel decisions, including with respect to mask wearing, physical distancing, testing, travel, quarantine, hiring, and discipline.

Previous doses

Have you received a COVID-19 vaccine dose?

No

No

No

No - I have or will be requesting a disability accommodation

No - I have or will be requesting a religious accommodation

ADD ATTACHMENTS

26. If you select No, click the Submit button.

Have you received a COVID-19 vaccine dose?

No

Submit

27. If you select either "No – I have or will be requesting a disability accommodation" OR "No – I have or will be requesting a religious accommodation," review the statement that appears beneath your answer. Then select Submit.

Have you received a COVID-19 vaccine dose?

No - I have or will be requesting a disability accommodation

This is not the authoritative system for requesting an accommodation and does not constitute a disability accommodation request. Please follow the agency's guidance on requesting a disability accommodation to complete that process.

Submit



28. You will receive a pop-up that confirms your submittal has been recorded. Click OK.

usepatest.servicenowservices.com says

Your submittal has been recorded.



29. ServiceNow will display a screen confirming that your vaccination submission successfully updated. You may exit ServiceNow once you receive that screen.

Thank you!

Your vaccination submission has been successfully updated.

Support

If you need further assistance, please contact the Enterprise IT Service Desk (EISD) at 866-411-4372, then select option 3; or email your request to eisd@epa.gov.

How to Take a Picture of Your COVID-19 Vaccination Record Using Your EPA Laptop

For privacy and security reasons, we strongly encourage employees to use either an EPA-issued mobile device or laptop to take a picture of your COVID-19 vaccination record, in order to upload it into the [Report Vaccination Form](#).

1. Before you begin, gather the vaccination record that you will be uploading into the Report Vaccination Form. Valid vaccination records include **one** of the following:
 - a. A copy of the record of immunization from a health care provider or pharmacy
 - b. A copy of the COVID-19 Vaccination Record Card (CDC Form MLS-319813_r, published on September 3, 2020)
 - c. A copy of medical records documenting the vaccination
 - d. A copy of immunization records from a public health or state immunization information system
 - e. A copy of any other official documentation containing required data points

Information required: location you received your vaccine dose(s) and/or medical professional from which you received your vaccine dose(s), type of vaccine dose(s), number of vaccine doses, and date(s) of vaccine dose(s).
2. If your vaccination report includes your Social Security Number, you must redact the information using a **temporary** method (e.g., covering with a sticky note, taping a piece of paper on top, or covering it with your finger). **Do not alter the physical vaccine record with a permanent redaction** (e.g., using a black marker or pen to mark your document).
3. From your Windows Start menu, select Camera.

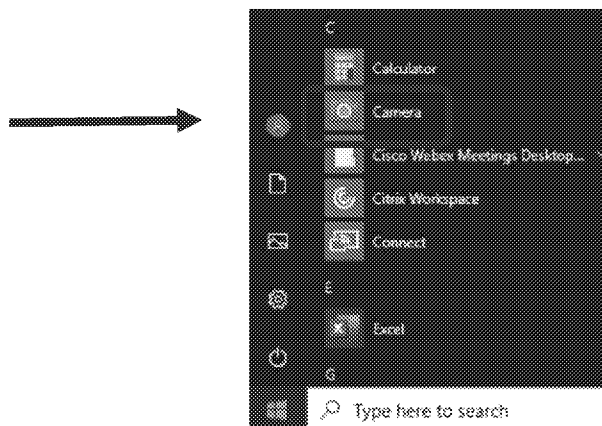


Figure 1: Camera Application

4. Confirm that your camera is working and you are able to see yourself on the screen. If not, remove anything that may be covering the camera (e.g., tape, a slider or sticky note).
5. Confirm your camera option is set to Take Photo, not Video.

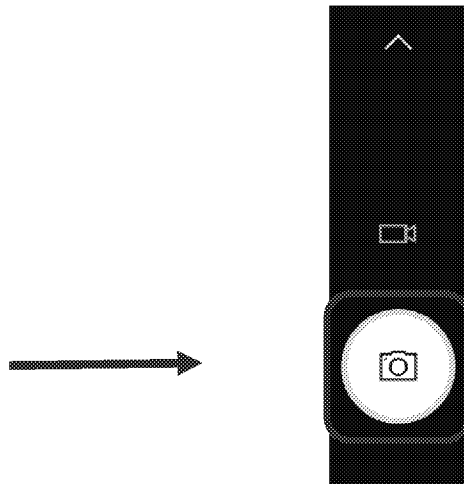


Figure 2: Take photo

6. Hold your COVID-19 vaccination record in front of the camera. Ensure the entire record is within the camera view and your fingers are not covering any required information. **Note:** The image may appear backwards on your screen, but it will reverse once you take the photo.
7. Click the Take Photo button.

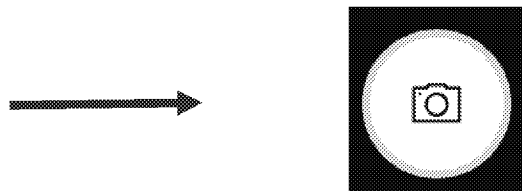


Figure 3: Take photo button

8. In the lower right-hand corner of the Camera app, select Camera roll to view the photo taken. Double check that your photo is clear and the information is visible and readable.

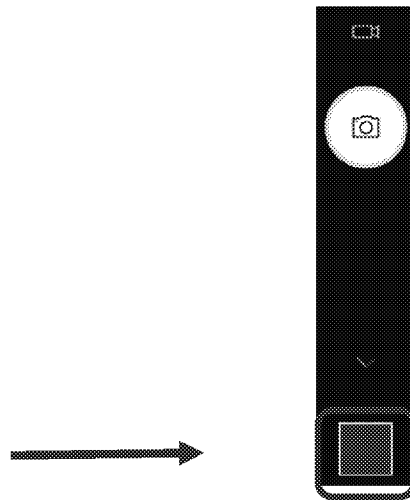


Figure 4: View photo

9. Select the 3 dots (. . .) in the upper-right corner of the Camera app, then Open Folder.



Figure 5: Select ellipsis

10. Note the location where your picture is saved. You will need to know the location of your photo to upload it to the Report Vaccination Form.

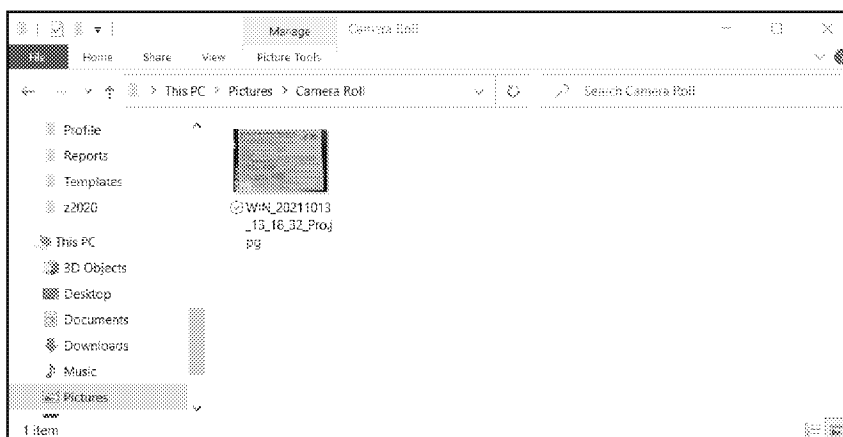


Figure 6: Photo location



11. Complete the Report Vaccination Form.

12. After you have uploaded the photo of your vaccination record in the Report Vaccination Form and submitted the form, delete the photo from your computer.

Support


If you need further assistance, please contact the Enterprise IT Service Desk (EISD) at 866-411-4372, then select option 3; or email your request to eisd@epa.gov. If you don't have a camera on your laptop, please contact EISD.

How to Take a Picture of Your COVID-19 Vaccination Record Using Your EPA-Issued Mobile Device

For privacy and security reasons, we strongly encourage employees to use either an EPA-issued mobile device or laptop to take a picture of your COVID-19 vaccination record, in order to upload it into the [Report Vaccination Form](#).

1. Before you begin, gather the vaccination record that you will be uploading into the Report Vaccination Form. Valid vaccination records include **one** of the following:
 - a. A copy of the record of immunization from a health care provider or pharmacy
 - b. A copy of the COVID-19 Vaccination Record Card (CDC Form MLS-319813_r, published on September 3, 2020)
 - c. A copy of medical records documenting the vaccination
 - d. A copy of immunization records from a public health or state immunization information system
 - e. A copy of any other official documentation containing required data points

Information required: location you received your vaccine dose(s) and/or medical professional from which you received your vaccine dose(s), type of vaccine dose(s), number of vaccine doses, and date(s) of vaccine dose(s).

2. If your vaccination report includes your Social Security Number, you must redact the information using a **temporary** method (e.g., covering with a sticky note, taping a piece of paper on top, or covering it with your finger). **Do not alter the physical vaccine record with a permanent redaction** (e.g., using a black marker or pen to mark your document).
3. On your home screen, tap on the Camera icon ().

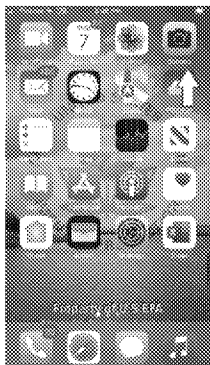


Figure 1: Camera app

4. Place your COVID-19 vaccination record in front of the phone camera and take a picture of the record. Ensure the entire record is within the camera view and that all required information (see Step 1) is included in the image.

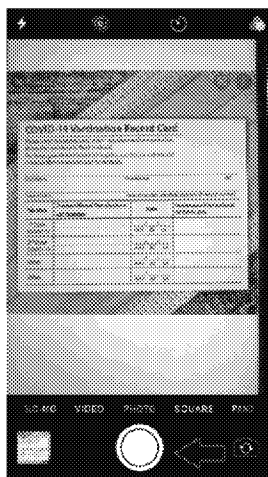



Figure 2: Take photo

5. After taking the photo, tap the camera roll in the lower left-hand corner. Then select the photo by tapping on it and tap the share icon () at the bottom left. Double check that your photo is clear and the information is visible and readable.

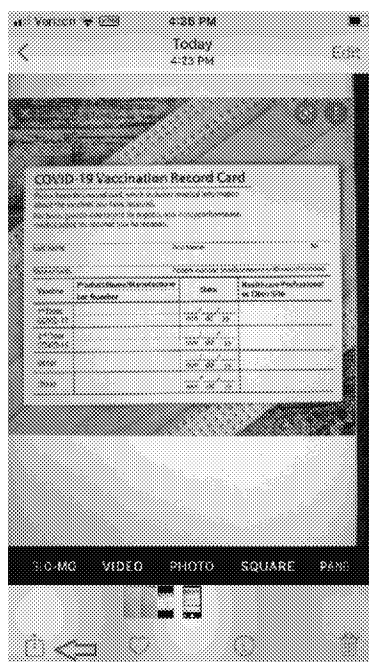


Figure 3: Share photo

6. Scroll down and tap on Save to Files (📁).

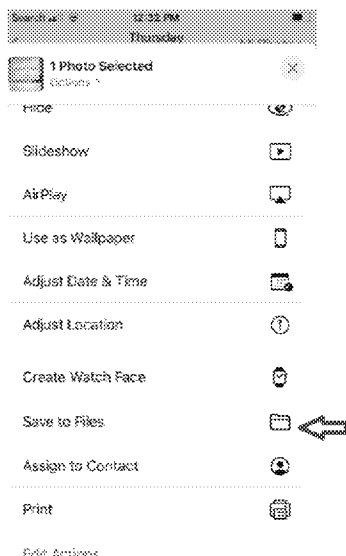


Figure 4: Save to Files

7. Select the OneDrive option from the list by tapping on it. (**Note:** If you don't see the OneDrive option as shown in the picture below, skip to step 9).

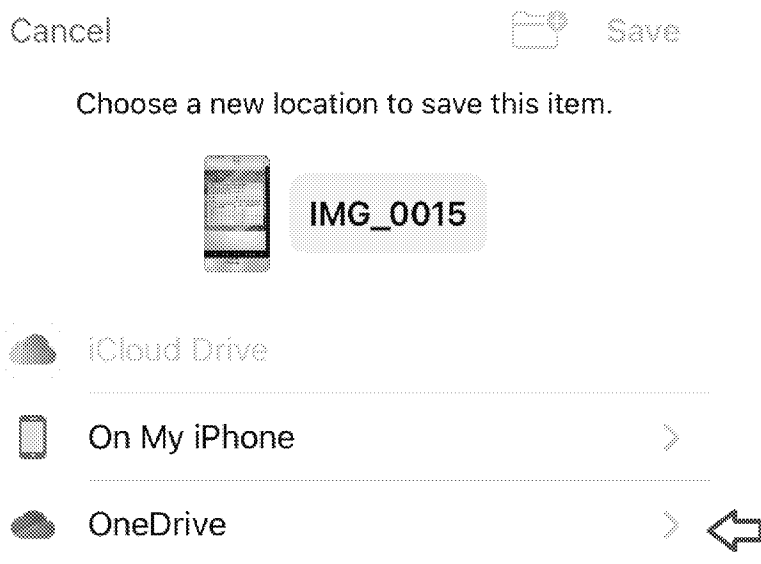


Figure 5: Select OneDrive

8. Select the Files folder in OneDrive and tap Save.

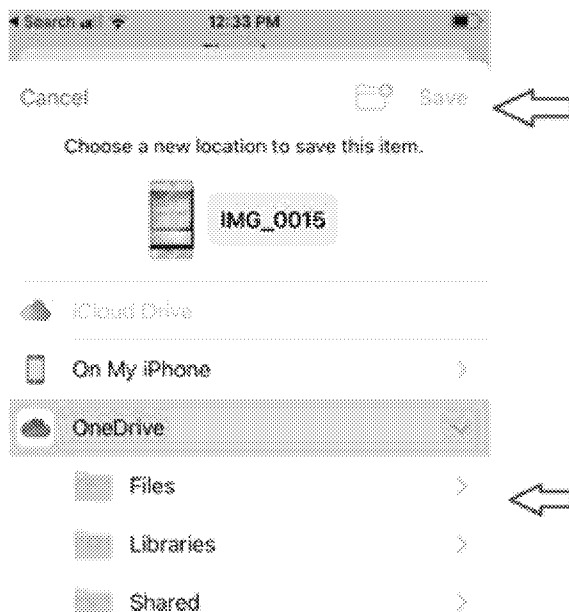


Figure 6: Select Files

9. If you don't see the OneDrive option listed in step 7, press "Cancel" to go back to the photo, tap the share icon (📎), scroll across the icons to get to the OneDrive icon (📁) and tap it.



Figure 7: Select OneDrive icon

10. Tap the files folder, select the folder you want to save the photo in and tap Upload Here.

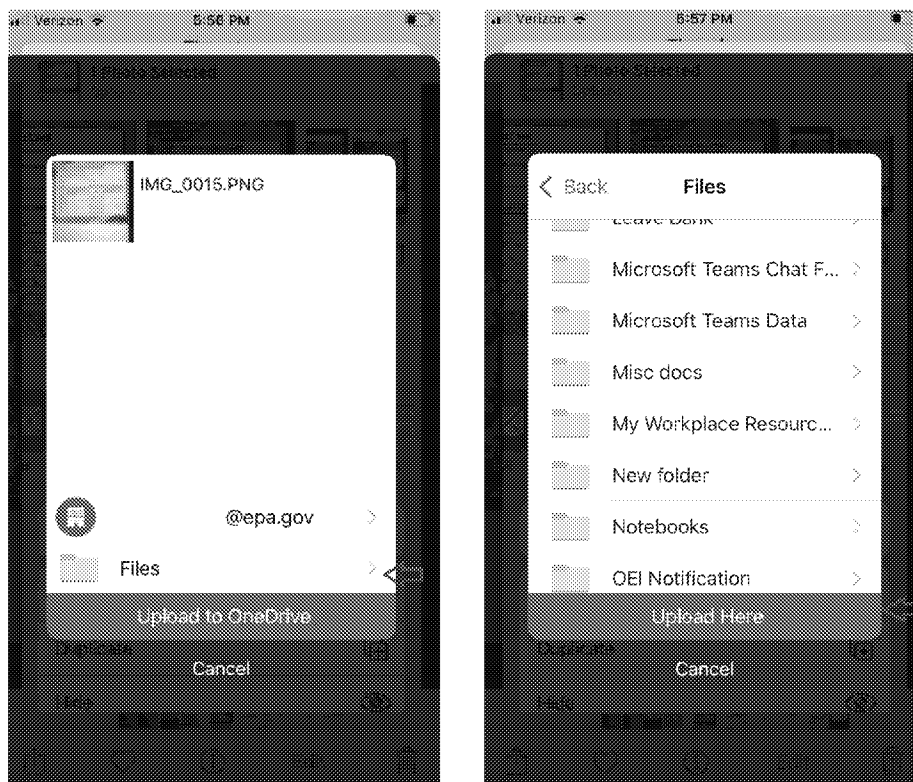


Figure 8: Upload to OneDrive

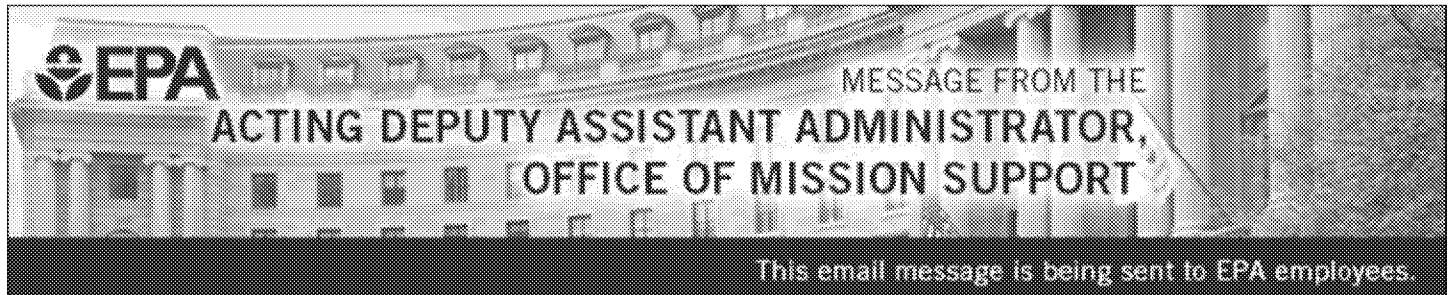
11. Your photo will be saved to OneDrive. When filling out your Report Vaccination Form, you will be asked to upload the photo. As part of that process, navigate to the OneDrive folder you identified in Step 10 to locate your saved photo.

12. After you have uploaded the photo of your vaccination record in the Report Vaccination Form and submitted the form, delete the photo from your phone.

Support

If you need further assistance, please contact the Enterprise IT Service Desk (EISD) at 866-411-4372, then select option 3; or email your request to eisd@epa.gov.

From: MassMailer [massmailer@epa.gov]
Sent: 11/10/2021 11:43:25 PM
Subject: Final Reminder for EPA Federal Employees to Submit Vaccination Information



Good afternoon,

This is your final reminder that all employees must provide a response in the EPA Vaccination Attestation secure portal regarding their COVID-19 vaccination status. Federal agencies are required to collect proof of COVID-19 vaccination consistent with the Safer Federal Workforce Task Force's guidance implementing Executive Order 14043, which requires all federal employees to be fully vaccinated by November 22, 2021. You previously received reminders about this requirement via MassMailer emails sent on October 19th and November 3rd.

- **If you have been fully vaccinated against COVID-19**, you should access the portal, choose "Yes" on the drop down list, and upload your proof of vaccination. Please review the Report Vaccination Status intranet page, which has quick reference guides for taking a photo of your vaccination documentation using your EPA laptop or EPA-issued mobile device, as well as a detailed walkthrough for uploading your vaccination information to the secure portal.
- **If you are not vaccinated against COVID-19 and are not seeking a medical or religious accommodation**, you should access the portal and choose "No" on the drop down list.
- **If you are seeking a medical or religious accommodation in regard to the COVID-19 vaccination requirement**, you should access the portal and choose "No - I have or will be requesting a religious accommodation" or "No - I have or will be requesting a disability accommodation" on the drop down list, depending on the nature of your accommodation request.

Employees who fail to upload proof of vaccination or request an accommodation are subject to disciplinary measures, up to and including removal from federal service. **If you have not yet provided your response in the portal, you must do so immediately.**

If you are experiencing technical issues accessing the portal, please contact your region/ program Vaccination Attestation point of contact immediately. Further, if you have already entered a response in the EPA Vaccination Attestation secure portal and have questions about your submission, please contact your region/ program Vaccination Attestation point of contact immediately.

Program	Vaccination POC	Region	Vaccination POC
OA	Terrence Jackson	Region 1	Jackie Medina
OAR	Scott Monroe	Region 2	Roger Pelletier
OCFO	Ruth Soward	Region 3	Paul Dressel
OCSP	Pamela Carter-Pruce	Region 4	Barbara Scott

OECA	Laura Milton	Region 5	Richard Marlinga
OGC	Christie Watkins	Region 6	Mary Stanton
OIG	Ellen Lee	Region 7	Jonathan Cooper
OITA	Dennis Cunningham	Region 8	Karly Scholten
OLEM	Susan Smith	Region 9	Santana Garza
OMS	Arnulfo Hernandez	Region 10	Peter Sullivan
ORD	Christiane Routt		
OW	Alfredo Torrez		

Arron Helm
Acting Deputy Assistant Administrator,
Office of Mission Support

Message

From: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Sent: 9/30/2021 9:08:23 PM
Subject: September Administrative Update for Supervisors
Attachments: September 2021 Administrative Update v8.docx

Colleagues,

OCFO and OMS are pleased to provide the September Administrative Update for Supervisors. We encourage you to use this information as a guide for sharing updates on administrative activities with your staff. If you have any comments, questions or requests for information on other topics not included in the update, please contact [Shakeba Carter-Jenkins](#).

Thanks,

Lynnann

Lynnann Hitchens
Acting Principal Deputy Assistant Administrator
Office of Mission Support
US EPA
P: 202-564-3184
M: 202-617-0738

Administrative Update for Supervisors

September 30, 2021

COVID-19 Updates

- Continue to check [HYPERLINK (b) (6)] for the most recent information.
- Read the [HYPERLINK "https://www.saferfederalworkforce.gov/new/"] on the Safer Federal Workforce website.
- September Mass Mailers:

-
-
-
-

(b) (6)

Mass Mailers

-
-
-
-
-
-
-
-

(b) (6)

Implementing Vaccination Requirements for Employees

- EPA will continue to prioritize the health and safety of our workforce and is committed to providing ongoing information on workplace safety.
- On September 9th, the President signed an [HYPERLINK "https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.whitehouse.gov%2Fbriefing-room%2Fpresidential-actions%2F2021%2F09%2F09%2Fexecutive-order-on-requiring-coronavirus-disease-2019-vaccination-for-federal-employees%2F&data=04%7C01%7CMiddleton.Thora%40epa.gov%7C8069e58a7275431a719f08d98386e023%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637685437575509551%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IklhaWwWwILCJX

Connect to the VPN before clicking on links to the EPA intranet.

VCI6Mn0%3D%7C1000&sdata=WoDOcPE9uQ0d6glteLR%2BcfZnSwy%2FnBlfQ%2F8B5Dvdmmo%3D&reserved=0"]

- As a result of the EO, Federal Executive Branch employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to a reasonable accommodation.
- EPA expects to receive additional guidance related to requests for accommodation. In the interim, an employee who seeks an accommodation based on religion or disability may direct their request as follows:
 - an employee who seeks a religious accommodation should send that request to [[HYPERLINK "mailto:ReligiousAccommodations@epa.gov"](mailto:ReligiousAccommodations@epa.gov)].
 - an employee who seeks an accommodation due to disability should send that request to [[HYPERLINK "mailto:DisabilityAccommodations@epa.gov"](mailto:DisabilityAccommodations@epa.gov)].
 - If an employee makes a request for an accommodation directly to a supervisor, the supervisor should promptly forward the request for accommodation to either [[HYPERLINK "mailto:ReligiousAccommodations@epa.gov"](mailto:ReligiousAccommodations@epa.gov)] or [[HYPERLINK "mailto:DisabilityAccommodations@epa.gov"](mailto:DisabilityAccommodations@epa.gov)] depending upon the nature of the request.
- Employees must be fully vaccinated by no later than November 22, 2021.

VACCINE	1st DOSE BY	2nd DOSE BY	FULLY VACCINATED
Moderna	October 11	November 8	November 22
Pfizer-BioNTech	October 18	November 8	November 22
Johnson & Johnson	November 8	n/a	November 22

- People are considered fully vaccinated 2 or more weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna) or 2 or more weeks after they have received a single-dose vaccine (Johnson and Johnson). There is currently no post-vaccination time limit on fully vaccinated status.
- EPA is currently collecting information on the vaccination status of employees. For questions contact the [[\(b\) \(6\)](mailto:(b) (6))].
- Please see the September 14 [[HYPERLINK "https://work.epa.gov/mass-mailers/vaccine-attestation-status-request-0"](https://work.epa.gov/mass-mailers/vaccine-attestation-status-request-0)] and September 22 [[HYPERLINK "https://work.epa.gov/mass-mailers/september-update-covid-guidance-and-future-work-planning"](https://work.epa.gov/mass-mailers/september-update-covid-guidance-and-future-work-planning)] for more information on the vaccination attestation process. The agency goal is to reach 100% response rate.
- The information collected will be treated in accordance with applicable laws on confidentiality and privacy and will only be accessible by those with a “need to know,” including individual supervisors.
- While employees should attest truthfully in their response, in the future, EPA will be gathering documentation about each employee’s vaccination status to ensure compliance with the vaccination requirement for federal employees. The [[HYPERLINK "https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.saferfederalworkforce.gov%2Ffaq%2Fvaccinations%2F&data=04%7C01%7CMiddleton.Thora%40epa.gov%7C8069e58a7275431a719f08d98386e023%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637685437575509551%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCQlIjoiV2luMzliL](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.saferfederalworkforce.gov%2Ffaq%2Fvaccinations%2F&data=04%7C01%7CMiddleton.Thora%40epa.gov%7C8069e58a7275431a719f08d98386e023%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637685437575509551%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCQlIjoiV2luMzliL)

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- Employees can get any COVID-19 vaccination dose on duty time (up to 4 hours per dose). Employees will be granted administrative leave to accompany any family member who is receiving a COVID-19 vaccination.
- Supervisors of employees who are not fully vaccinated or refuse to respond to the attestation will need to have a discussion with the employee.
 - Talking points for this discussion will be shared at a later date.
- If supervisors have any questions about the vaccination attestation and information collection system process, contact your program or regional lead. If there are issues your program or regional lead cannot resolve, they should work with the Office of Mission Support to address it.
 - [[HYPERLINK \I "Contacts"](#)]
- If supervisors have any questions about the Reasonable Accommodation process, contact [[HYPERLINK "mailto:ReligiousAccommodations@epa.gov"](mailto:ReligiousAccommodations@epa.gov)] and [[HYPERLINK "mailto:DisabilityAccommodations@epa.gov"](mailto:DisabilityAccommodations@epa.gov)]

Vaccination Requirement for EPA Job Applicants and Onboarding Selectees

- The HR Shared Service Centers, Office of Human Resources, and Office of General Council are working on several items to communicate the vaccination requirement to applicants and onboarding selectees.
- The agency is waiting for complete guidance from the Office of Personnel Management to finalize all communications.
- Once additional guidance is received, SSCs/OHR will communicate that information to the PMOs/HROs.
- The information will include letters that will be sent to all pending hires and language that will go in vacancy announcements to notify potential applicants of the federal employee vaccination requirement.
- For additional information, contact [[HYPERLINK "mailto:taylor.jeremy@epa.gov"](mailto:taylor.jeremy@epa.gov)] at 202-541-0537 or [[HYPERLINK "mailto:atkinson.ryan@epa.gov"](mailto:atkinson.ryan@epa.gov)] at 919-937-7970.

Process for Approving In-person Meeting with More than 50 Participants

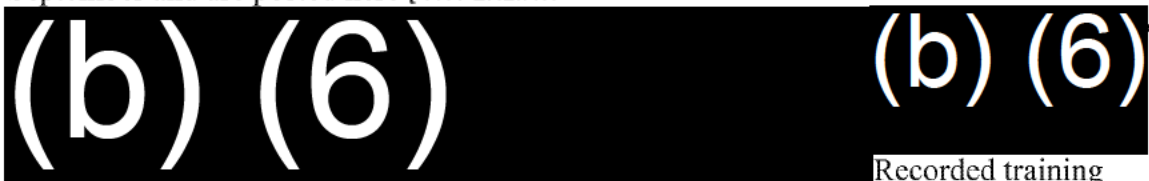
- Acting Principal Deputy Assistant Administrator, Lynnann Hitchens, announced in her September 28 message to Mission Support Division Directors, Deputy Assistant Administrators, and Deputy Regional Administrators that the agency is moving forward with implementing a process for approving in-person meetings with more than 50 participants.
- This requirement is set forth by the Office of Management and Budget memorandum, “Safer Federal Workforce Task Force COVID-19 Workplace Safety: Agency Model Safety Principles, Issued July 29, 2021.”
- This process does not replace the normal procedures for approval of conferences and other meetings that would proceed through OCFO.
- The guidance documents will be posted to the [[HYPERLINK "https://work.epa.gov/covid-19"](https://work.epa.gov/covid-19)] for your use effective immediately.

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- This is a supplemental COVID-19 related requirement specific to those instances where more than 50 participants are attending an event, conference, or meeting in person.
- If you have questions, please contact [[HYPERLINK "mailto:bell.matthew@epa.gov"](mailto:bell.matthew@epa.gov)] and [[HYPERLINK "mailto:gantt.melissa@epa.gov"](mailto:gantt.melissa@epa.gov)].

Performance Appraisals

- **PARS End-of-Year Close-out Training:** Useful Best Practices and Tips for PARS discussions will be shared. Supervisor and Employee trainings are scheduled through September and are posted here [[HYPERLINK](#)



Recorded training sessions will also be posted at this site.

- **Important Performance Management Dates:**
 - September 30, 2021 – End of the FY 2021 performance cycle.
 - November 1, 2021 – FY **2021** performance reviews for all GS employees are completed and ratings must be entered in USA Performance and FY **2022** performance plans must be established in USA Performance.
 - November 3, 2021 – The Performance Management Team will run a compliance report to identify employees without end of year ratings. Offices and Regions not 100 percent compliant will be required to submit an End of Year Exceptions form.
- **Performance Management Team Office Hours:** In preparation for PARS year-end close out, the Performance Management Team will be available for Virtual Office Hours each Wednesday, beginning September 1, 2021, at 2 pm for employees and supervisors to ask any questions.

Office of Personnel Management (OPM) Survey

- On September 20, the Office of Personnel Management issued a memorandum titled, [[HYPERLINK "https://www.chcoc.gov/content/foundations-evidence-based-policymaking-act-2018-%E2%80%93-program-evaluation-competencies-and-opm"](https://www.chcoc.gov/content/foundations-evidence-based-policymaking-act-2018-%E2%80%93-program-evaluation-competencies-and-opm)].
- This is an OPM sponsored, government-wide survey of program evaluation competencies throughout the Federal government and is not aligned with any EPA-specific activity or the Federal Employee Viewpoint Survey.
- Federal employees within the Management and Program Analysis Series, GS-0343, were invited via email to complete the OPM Program Evaluation Workforce and Job Analysis Employee Survey; each employee also received a separate email with the OPM Program Evaluation Workforce and Job Analysis Supervisor Survey to forward to their immediate supervisor (for their supervisor to complete).
- Employees and supervisors will have two weeks from the issuance date to submit their survey responses.

Hiring Outreach Events

- EPA is hosting outreach events for those with special hiring eligibility. These events will be an opportunity for people to learn more about positions available at all EPA locations

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across the nation, as well as hiring paths, building a federal resume, hiring tutorials, and more!

- Applications materials will be solicited from all interested candidates to share with hiring managers through the application repositories. Please share this information widely among different offices and regions.
- Outreach events for Persons with Disabilities
 - October 20th at 3 pm: [[HYPERLINK](https://gcc02.safelinks.protection.outlook.com/ap/t-59584e83/?url=https%3A%2F%2Fteams.microsoft.com%2F%2Fmeeting-join%2F19%253ameeting_OGVIZjg3YTMtNDk4Ni00MjZiLWl5ZGEtZTU2YWE0ZDIhOWZj%2540thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%252288b378b3-6748-4867-acf9-76aacbeca6a7%2522%252c%2522Oid%2522%253a%2522690a12d0-6985-451b-9aaa-29e59ed29453%2522%257d&data=04%7C01%7CMiddleton.Thora%40epa.gov%7Cbb3a597be62f41d310d008d98387f8ff%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637685442308546127%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IkhWwiLCJXVCi6Mn0%3D%7C1000&sdata=TWv5lt6VUIbLDyl9jMd%2BwJGzFBWYga8FtMvCn8OMISc%3D&reserved=0)
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 - October 21st at 3 pm: [[HYPERLINK](https://gcc02.safelinks.protection.outlook.com/ap/t-59584e83/?url=https%3A%2F%2Fteams.microsoft.com%2F%2Fmeeting-join%2F19%253ameeting_MTFmOTdlMDgtNjVhYS00Y2MxLWEzZGMtZGJlZmZkYTY2M2Yw%2540thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%252288b378b3-6748-4867-acf9-76aacbeca6a7%2522%252c%2522Oid%2522%253a%2522690a12d0-6985-451b-9aaa-29e59ed29453%2522%257d&data=04%7C01%7CMiddleton.Thora%40epa.gov%7Cbb3a597be62f41d310d008d98387f8ff%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637685442308546127%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IkhWwiLCJXVCi6Mn0%3D%7C1000&sdata=8b09JruoVGp5MRH719ZTkPrt4PpMIY5Yp0xS75lq0rM%3D&reserved=0)
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- Outreach events for Veterans
 - November 17th at 3 pm: [[HYPERLINK](https://gcc02.safelinks.protection.outlook.com/ap/t-59584e83/?url=https%3A%2F%2Fteams.microsoft.com%2F%2Fmeeting-join%2F19%253ameeting_OTcxNDc0Y2EtYWM5Yy00NWJmLTg4MzAtYjMzMmRmOTFiNDNh%2540thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%252288b378b3-6748-4867-acf9-76aacbeca6a7%2522%252c%2522Oid%2522%253a%2522cb954f00-1961-4b47-8416-60996750d475%2522%257d&data=04%7C01%7CMiddleton.Thora%40epa.gov%7Cbb3a597be62f41d310d008d98387f8ff%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637685442308556078%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IkhWwiLCJXVCi6Mn0%3D%7C1000&sdata=T%2F19mMAS2Oq5dU8RH2W%2BAEp6gkL6br00okbUb%2FVvavw%3D&reserved=0)
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 - November 18th at 3 pm: [[HYPERLINK](https://gcc02.safelinks.protection.outlook.com/ap/t-59584e83/?url=https%3A%2F%2Fteams.microsoft.com%2F%2Fmeeting-join%2F19%253ameeting_YWE5ZGFkMGYtZDJKzi00Mzg4LWlxNzUtNmQ0NzQ2ZDVjMTg)
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Data Analytics and Visualization Challenge

- On September 17, the Deputy Administrator [[HYPERLINK "https://work.epa.gov/mass-mailers/epa-data-analytics-and-visualization-challenge"](https://work.epa.gov/mass-mailers/epa-data-analytics-and-visualization-challenge)] the Data Visualizations and Analytics Challenge. The application period is open until November 1st.
- The goal is to identify complex data questions that EPA's analytical and visualization tools can address. The challenge will also help OMS's Office of Information Management (OIM) test and further build the Agency's data analytics capabilities.
- Tools include the Data Analytics and Management Platform (DMAP), Qlik, and the EPA GeoPlatform.
- The challenge is open to any EPA employee with an environmental or mission-related question or data problem supporting data-driven decision-making with significant program, regional, state, tribal, or public impact.
- OMS will support selected projects with implementation, funding, and technical support as needed. Selected projects will be notified in January 2022, and projects will begin in February 2022 to run for a maximum of one year.
- OIM will hold two Q&A sessions for prospective applicants. Dates and times are posted on the [[HYPERLINK](#)

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- Email [[HYPERLINK "mailto:datachallenge@epa.gov"](mailto:datachallenge@epa.gov)] with any questions.

New Intranet Features and Enhancements

- Version 1.4.1 of the Intranet CMS was released on August 27. New features include:
 - US Web Design System Update - to reflect principles codified in the [[- Required Summary Fields - to make it easier for employees to scan page content.
 - Mass Mailer Dynamic Lists - to make it easier for employees to find mass mailers
 - Event Locations - to support links to virtual meetings.
 - Responsive Feature Images - to automatically resize images to fit devices.](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdigital.gov%2Fresources%2F21st-century-integrated-digital-experience-act%2F&data=04%7C01%7CBruecker.Corey%40epa.gov%7Ce53e6dfd85ec4a9ec58808d97c56d7fc%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637677534706130052%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6I1haWwiLCJXVCi6Mn0%3D%7C1000&sdata=utf7mjGLr%2BoW42ykp118KTZJPqLcvOoW7m1Tpf4BSXM%3D&reserved=0)
- The Intranet Modernization project aims to use employee feedback to drive improvements to EPA's Intranet.

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- Employees are encouraged to use the [[HYPERLINK "https://work.epa.gov/intranet-council/contact-us"](https://work.epa.gov/intranet-council/contact-us)] to identify the enhancements, features and updates they deem most important.
- Completed and planned enhancements, features, and updates can be found in the [[HYPERLINK "https://work.epa.gov/intranet-guide/whats-new-intranet-cms"](https://work.epa.gov/intranet-guide/whats-new-intranet-cms)].
- For questions, please contact [[HYPERLINK "mailto:garnes.sylvette@epa.gov"](mailto:garnes.sylvette@epa.gov)].

EPA Public Access Glossary Added to Terminology Services

- On August 13, the quality control and review was completed for the addition of the [[HYPERLINK "https://work.epa.gov/pamd/glossary"](https://work.epa.gov/pamd/glossary)] in [[HYPERLINK "https://sor.epa.gov/sor_internet/registry/termreg/searchandretrieve/termsandacronyms/search.do"](https://sor.epa.gov/sor_internet/registry/termreg/searchandretrieve/termsandacronyms/search.do)].
 - This glossary provides over 30 new definitions related to EPA-funded scientific research.
 - The addition of glossaries to Terminology Services is a best practice for effectively and efficiently increasing public access to EPA-funded scientific research.
 - Research articles are cataloged and accessible via the [[HYPERLINK "https://edg.epa.gov/"](https://edg.epa.gov/)].
 - Public access is a central tenet for [[HYPERLINK "https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.whitehouse.gov%2Fostp%2F&data=04%7C01%7CBruecker.Corey%40epa.gov%7Ce53e6dfd85ec4a9ec58808d97c56d7fc%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637677534706120096%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikl1haWwiLCJXVCi6Mn0%3D%7C1000&sdata=ZLpHKlv6AI%2FhPdLAQtPg0Jv9KyqL1OEcBIETfWG5cbo%3D&reserved=0"](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.whitehouse.gov%2Fostp%2F&data=04%7C01%7CBruecker.Corey%40epa.gov%7Ce53e6dfd85ec4a9ec58808d97c56d7fc%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637677534706120096%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikl1haWwiLCJXVCi6Mn0%3D%7C1000&sdata=ZLpHKlv6AI%2FhPdLAQtPg0Jv9KyqL1OEcBIETfWG5cbo%3D&reserved=0)]'s [[HYPERLINK "https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fobamawhitehouse.archives.gov%2Fsites%2Fdefault%2Ffiles%2Fmicrosites%2Fostp%2Fostp_public_access_memo_2013.pdf&data=04%7C01%7CBruecker.Corey%40epa.gov%7Ce53e6dfd85ec4a9ec58808d97c56d7fc%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637677534706130052%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikl1haWwiLCJXVCi6Mn0%3D%7C1000&sdata=rKa8u71nYUccEQ7WCfaw4d0nyVcv2ElRfsKVHMSnt0%3D&reserved=0"](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fobamawhitehouse.archives.gov%2Fsites%2Fdefault%2Ffiles%2Fmicrosites%2Fostp%2Fostp_public_access_memo_2013.pdf&data=04%7C01%7CBruecker.Corey%40epa.gov%7Ce53e6dfd85ec4a9ec58808d97c56d7fc%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637677534706130052%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikl1haWwiLCJXVCi6Mn0%3D%7C1000&sdata=rKa8u71nYUccEQ7WCfaw4d0nyVcv2ElRfsKVHMSnt0%3D&reserved=0)] memo. OSTP's mission is to maximize the benefits of science and technology by advancing health, prosperity, security, environmental quality, and justice for all Americans.
- For more information, please contact [[HYPERLINK "mailto:Narang.Akshay@epa.gov"](mailto:Narang.Akshay@epa.gov)] (202) 566-2534.

Learn New Skills with Office 365 (O365) Training

- EPA's O365 Training Program will begin hosting NEW Microsoft O365 training classes on Mondays and Fridays in October. Join us in October for these new exciting offerings:
 - [[HYPERLINK "https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fepafedtalent.ibc.doi.gov%2Fmod%2Ffacetoface%2Fview.php%3Fid%3D17940&data=04%7C01%7CBruecker.Corey%40epa.gov%7Cfba719ca83c24f2f7908d981bd9000%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637683473429696453%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikl1haWwiLCJXVCi6Mn0%3D%7C1000&sdata=ZLpHKlv6AI%2FhPdLAQtPg0Jv9KyqL1OEcBIETfWG5cbo%3D&reserved=0"](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fepafedtalent.ibc.doi.gov%2Fmod%2Ffacetoface%2Fview.php%3Fid%3D17940&data=04%7C01%7CBruecker.Corey%40epa.gov%7Cfba719ca83c24f2f7908d981bd9000%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637683473429696453%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikl1haWwiLCJXVCi6Mn0%3D%7C1000&sdata=ZLpHKlv6AI%2FhPdLAQtPg0Jv9KyqL1OEcBIETfWG5cbo%3D&reserved=0)]

Connect to the VPN before clicking on links to the EPA intranet.

- d8eyJWljoiMC4wLjAwMDAiLCJQljoiv2luMzliLCJBTiI6lk1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=CPkVOgDfxvloNVmJn6amy0uKWWhgO%2Fysk7O5PtJKwut%3D&reserved=0"]
- Create, share and track lists; customize with custom views; understand SharePoint and Teams integrations.
 - Monday, October 4, 2-3 p.m. ET
 - Friday, October 8, 11 a.m.-12 p.m. ET
 - [HYPERLINK
 "https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fepafedtalent.ibc.doi.gov%2Fmod%2Ffacetoface%2Fview.php%3Ff%3D558&data=04%7C01%7CBruecker.Corey%40epa.gov%7Cfba719ca83c24f2f2f7908d981bd9000%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637683473429706405%7CUnknown%7CTWFpbGZsb3d8eyJWljoiMC4wLjAwMDAiLCJQljoiv2luMzliLCJBTiI6lk1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=wP96ZhsbVTmR80I7LUIk3AX0w1FoafaSJWEjmDAIn58%3D&reserved=0"] - Bring slides to life with transitions and animations; learn to collaborate with others during the editing process; utilize helpful tools for presenting.
 - Thursday, October 7, 11 a.m.-12 p.m. ET
 - Tuesday, October 12, 2-3 p.m. ET
 - [HYPERLINK
 "https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fepafedtalent.ibc.doi.gov%2Fmod%2Ffacetoface%2Fview.php%3Ff%3D559&data=04%7C01%7CBruecker.Corey%40epa.gov%7Cfba719ca83c24f2f2f7908d981bd9000%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637683473429716354%7CUnknown%7CTWFpbGZsb3d8eyJWljoiMC4wLjAwMDAiLCJQljoiv2luMzliLCJBTiI6lk1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=8TqRlp%2BQmXlriEdXMgwIBvucVegdddD8xAlynJkee90%3D&reserved=0"] - Learn the basics of PowerApps, including how to build a blank canvas app and connect it to a data source; learn how PowerApps integrates with Power Automate, SharePoint and Teams.
 - Wednesday, October 13, 10-11 a.m. ET
 - [HYPERLINK
 "https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fepafedtalent.ibc.doi.gov%2Fmod%2Ffacetoface%2Fview.php%3Fid%3D17944&data=04%7C01%7CBruecker.Corey%40epa.gov%7Cfba719ca83c24f2f2f7908d981bd9000%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637683473429716354%7CUnknown%7CTWFpbGZsb3d8eyJWljoiMC4wLjAwMDAiLCJQljoiv2luMzliLCJBTiI6lk1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=f3aulhulgX6MNRYT2dwY05NVacO2umZmPtYOjo52Lso%3D&reserved=0"] - Get started by learning to navigate Excel; enter, format and organize data and use basic formulas; analyze data using charts.
 - Wednesday, October 20, 10-11 a.m. ET
 - Thursday, October 28, 9-10 a.m. ET
 - [HYPERLINK
 "https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fepafedtalent.ibc.doi.gov%2Fmod%2Ffacetoface%2Fview.php%3Ff%3D560&data=04%7C01%7CBruecker.Corey%40epa.gov%7Cfba719ca83c24f2f2f7908d981bd9000%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637683473429726306%7CUnknown%7CTWFpbGZsb3d8eyJWljoiMC4wLjAwMDAiLCJQljoiv2luMzliLCJBTiI6lk1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=QEfpS1vkUnW52HM1nMnxjGFZ2CViQddZyIXU7ug%2FGg%3D&reserved=0"] - Learn how to take Word documents to the next level with advanced features, such

as comparing and merging documents, creating and formatting a table of contents, document translation and more.

- Friday, October 22, 11 a.m.-12 p.m. ET
- Monday, October 25, 2-3 p.m. ET
- Visit the [[HYPERLINK](#) "https://usepa.sharepoint.com/sites/Office365Training/Events/calendar.aspx"] to register for the training classes. Click the link in the calendar event or [[HYPERLINK](#) "https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fepafedtalent.ibc.doi.gov%2Fcourse%2Findex.php%3Fcategoryid%3D2613&data=04%7C01%7CBruecker.Corey%40epa.gov%7Cfba719ca83c24f2f7908d981bd9000%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637683473429736267%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikl1haWwiLCJXVCi6Mn0%3D%7C1000&sdata=8lWndQpuN%2F3VMJ%2BBU%2B6qGkVhaznuKmUs9fnx1%2Bdc9YA%3D&reserved=0"] directly (connect to VPN to access FedTalent). All courses are available to all employees at no cost!
- **Questions?**
 - About the O365 Training Program, contact [[HYPERLINK](#) "mailto:O365TrainingProgram@epa.gov"].
 - One-on-one assistance with O365 tools, call the How-to Help Center at 866-411-4372, Option 6.
 - Technical assistance with O365 tools, contact the Enterprise IT Service Desk (EISD) at 1-866-411-4372, option 3.

FY 2021 Year-End Close out

- OCFO and OMS' FY 2021 Year-End Closeout memorandum can be found on SharePoint at: [[HYPERLINK](#)

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- Key upcoming deadline dates are:
 - Wednesday, October 6, 2021 - Allowance Holder and RPIO Certification of Commitments.
 - Friday, October 8, 2021 - Last day for Finance Centers to process non-expiring funds deobligations.

FY 2022 – Happy New Year!

- Congress is expected to pass a Continuing Resolution to keep the Federal Government open at the start of FY 2022.
- Once Congress passes a CR and the President signs a bill, OCFO will issue CR guidance.
- When operating under a CR, programs should keep in mind that Congress is still deliberating on the FY 2022 funding levels, final budget amounts may differ from CR levels, and potential program eliminations or new program authorizations are not yet in place. Programs should spend prudently and avoid actions that could be construed as signaling increases or decreases and not implement new programs, initiatives, or activities.

FY 2023 Office of Management and Budget Submission

Connect to the VPN before clicking on links to the EPA intranet.

- The Agency transmitted the FY 2023 OMB Submission to OMB on Monday, September 13 which contained EPA's detailed FY 2023 budget proposals.
- Agency programs met with OMB to discuss these proposals.
- While we will receive questions from OMB over the next few weeks, nothing formal will be provided to the Agency until Passback (the process when decisions and direction is provided to the agency) which will occur after Thanksgiving.
- The FY 2023 President's Budget is scheduled to be transmitted to Congress in February.

Preparing for the Infrastructure Bill

- The Senate infrastructure bill provides an historic opportunity for EPA to protect the environment, with \$60.9 Billion of investments in drinking and wastewater systems, geographic programs, Superfund and Brownfields and targeted investments such as eliminating lead in pipes and clean buses.
- Although the final bill has not been passed, the Agency is planning now to ensure we are prepared to manage this historic investment. OCFO is working closely with mission supports offices (OMS, OGC) as well as NPMs and Lead Regions to plan how to implement the programs effectively and efficiently, put in place the administrative, budget, and fiduciary controls, craft performance measures, and prepare for reporting.
- Thank you in advance for all your work to help make this \$60.9 billion investment a success.

Draft FY 2022-2026 EPA Strategic Plan

- EPA submitted the *Draft FY 2022-2026 EPA Strategic Plan* to OMB for review and clearance for public comment on September 17.
- The draft plan communicates the Administrator's priorities and describes the work needed to advance desired outcomes over the next four years.
- The plan includes strategic goals to address climate change and to advance environmental justice and civil rights. These priorities are also integrated throughout the Plan.
- EPA engaged with Tribal and state partners as well as environmental justice, public health, and climate groups to inform the draft plan.
- See the [[HYPERLINK](#)

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(b) (6)

for the full framework of strategic goals, objectives, and cross-agency strategies.

- On October 14, EPA will publish the draft plan in the *Federal Register* for public comment through November 12. EPA will also conduct Tribal consultation during this time.
- In February 2022, EPA will issue the final Plan with the FY 2023 President's Budget.
- For questions or additional information, please contact: Holly Green, (202) 566-0651

Invoicing Processing Platform

Connect to the VPN before clicking on links to the EPA intranet.

- The EPA is using the Invoice Processing Platform, a free, secure web-based system offered by the Department of Treasury to all federal agencies and their vendors, to simplify and accelerate vendor payments.
- By adopting the IPP we are now saving time by automating a formerly paper-intensive invoice payment process; avoiding Prompt Payment penalties and receiving early payment discounts; and benefiting from utilizing cloud computing best practices and complying with the federal “cloud-first” policy.
- In the IPP process vendors create and submit invoices electronically, invoice approving officials approve invoices, RTP Finance Center staff certify invoices in Compass, and then invoices are sent to the Treasury Department for disbursement. This new system provides vendors with greater visibility to all transaction data, including invoice status and documents associated with their invoice. This self-service feature also enables vendors to quickly answer payment-related questions and better manage their cash flow projections. IPP also provides automated workflow for agency approval of invoices.
- The agency has greatly expanded its use of this system, and in August 2021, over 90 percent of invoices were processed in the IPP.

Vaccination Attestation and Information Collection System Points of Contact

Program / Region	Program / Region Lead(s)			
AO	Terrence Jackson	Andy Teplitzky		
OAR	Scott Monroe			
OCFO	Ruth Soward	Barbara Freggens	Darnel McIntosh	Tracey Monroe
OCSPP	Pamela Carter-Purce	Kate Graf	Howard Barnett	
OECA	Laura Milton			
OGC	Christie Watkins			
OGC	Terry Lee			
OIG	Ellen Lee	Lori Ruk		
OITA	Dennis Cunningham			
OLEM	Susan Smith	Dawn Datcher		
OMS	Yulia Kalikhman	Arnulfo Hernandez		
ORD	Teryll (Sean) Torry	Christiane Routt		
OW	Alfredo Torrez	Robert Stevens	Amber Erickson	
Region 1	Fred Weeks	Katherine Shanahan	Jacqueline Medina	
Region 2	Ann-Heng Jen	Roger Pelletier		
Region 3	Geoffrey Fala	Paul Dressel		

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Region 4	Vickie Tellis	Barbara Scott	Trenton Taylor	
Region 5	Richard Marlinga	Wendell Sioco	Rebecca Iversen	Kristen Leetzow
Region 6	Kendra Mask			
Region 7	Eric Gibbs	Ben Krehbiel	Jonathan Cooper	
Region 8	Karly Scholten	Patrice Kortuem		
Region 9	Elizabeth Taylor	Santana Garza		
Region 10	Peter Sullivan	Chasen Cunitz	Kelly Barrie	

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Message

From: This Week @ EPA [epanews@epa.gov]
Sent: 10/18/2021 7:58:37 PM
To: This Week @ EPA [epanews@epa.gov]
Subject: This Week @ EPA - October 18, 2021



October 18, 2021

Photograph taken by Jaime Julian

[Senior Leadership Update](#) | [Employee Spotlight](#) | [Hot Topics](#) | [CFC Spotlight](#) | [Key Dates](#) | [Video Spotlight](#) | [Health & Safety](#)

On October 14, EPA hosted an event presented by Dr. Wayne E. Cascio, Acting Principal Deputy Assistant Administrator for Science and Technology (ORD), **“Meet Senior Science Advisor for Emergency COVID-19 Response: A Discussion with Dr. John Brooks”**. Dr. Brooks discussed COVID-19 vaccine information and addressed common myths and rumors. Dr. John T. Brooks is a nationally known medical expert at the Centers for Disease Control and Prevention. A [recording of the event](#) is available for viewing.

Senior Leadership Update

In case you missed it

Senior Leadership Messages:

- Administrator Regan [celebrates](#) National Disability Employment Awareness Month.
- Administrator Regan [welcomes](#) Regional Administrators for Region 3 and Region 5.
- Deputy Administrator McCabe [announces](#) upcoming “federal employee voice” pulse survey.

- Deputy Administrator McCabe [updates workforce](#) on vaccination requirement under EO 14043.
- Chief Financial Officer, Faisal Amin, [shares](#) important time reporting and pay reminders.
- Lynnann Hitchens, Acting Principal Deputy Assistant Administrator for OMS, [provides information](#) on scheduling "use or lose" 2021 leave year.
- Agency [announces](#) CFC Kickoff Event.

News Releases:

- EPA Administrator Regan [announces](#) comprehensive national strategy to confront PFAS pollution.
- EPA [announces action plan](#) to address water-related challenges in Indian Country.
- Justice Department, EPA and Texas [settle](#) with DuPont and PMNA and require action to address violations of waste, water and air at an Orange, Texas facility.
- EPA [announces next steps](#) to enhance scientific integrity and strengthen new chemical safety reviews.
- EPA, Army [announce](#) regional roundtables on WOTUS.
- EPA [takes next step](#) to broaden TRI reporting requirements for ethylene oxide.
- EPA [announces](#) appointment of Debra Shore as Regional Administrator for EPA Region 5.
- EPA [announces](#) appointment of Adam Ortiz as Regional Administrator for EPA Region 3.



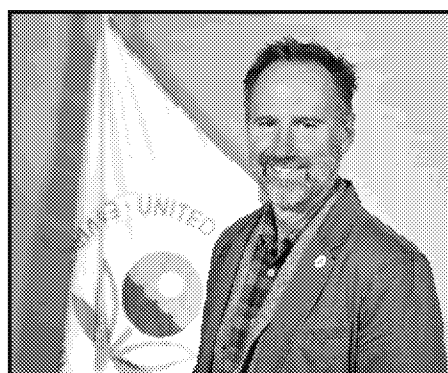
Employee Spotlight

Carter Williamson, Region 4

Shanquenetta "Shan" Anderson, Office of G

This week we highlight Carter Williamson. Carter is the co-chair of the National On-Scene Coordinator (OSC) Readiness Workgroup (NOW) and a 14-year member of the OSC Academy Readiness and Training Conference. Carter was written up in the 2006 Federal Response to Hurricane Katrina White House report, and was recently awarded the Gerald Foree Award for 2020 which recognizes OSCs who lead by example, exhibit enthusiasm, offer advice and guidance, encourage their peers to do their best, and recognize a job well done by others.

Carter graduated from the University of Florida with a B.A. in Agriculture, is married to Laura Williamson, also a thirty-year veteran of EPA Region 4 and daughter of one of the first 50 EPA employees Linda Mobley. Carter is the father of four sons and public servants, three served the country in the US Coast Guard and US Navy, and one son who presently works for the EPA Gulf of Mexico Program stationed in Bay St. Louis, Mississippi. Carter and his wife own and run the wedding and event venue, Cherry Hollow Farm outside Atlanta and are avid University of Florida Gator and Buffalo Bills fans.



This week, we highlight Shanquenetta "Shan" Anderson.

Counsel (OGC). Shan joined EPA in 2020 as a para Office (IO). She serves as the OGC IO Freedom of Information Act (FOIA) Auditor. Recently, she was named the Federal Campaign Coordinator for OGC.

Shan wears a dual hat as a federal government employee. She was recently promoted to the rank of Lieutenant Colonel at a ceremony at Joint Base McGuire-Dix-Lakehurst where she met her grandmother, Jannie Fair. Shan enlisted in the Mississippi National Guard and upon completion of her bachelor's degree, she was promoted to Lieutenant in 2003. As a Reservist, she serves as the Training and Sexual Assault Response Coordinator. In her 20s, she was deployed to Iraq in 2009 and to Afghanistan in 2013, in support of Operation Enduring Freedom.

Shan is from Brandon, Mississippi. In her spare time, she enjoys spending time with her sorority's youth programs, running, and spending time with friends.

Grace Robiou, Office of Children's Health Protection

"Mark" Colin Oldland, Region 2

This week, in honor of National Disability Employment Awareness Month, we highlight "Mark" Colin Oldland from the Superfund & Emergency Management Division (SEMD) in Region 2. Mark is an autistic adult who resides in Hillsborough, NJ with his wife and son, who also has autism spectrum disorder.

Mark was educated as a painter at Maryland Institute College of Art in Baltimore, MD. As an artist, he strives to positively promote the abilities of autistic individuals by providing a window into their uniquely shared father/son perspective of the world. In doing so, his artwork is meant to encourage inclusion and educate the public about living life as an autistic person.

Mark's environmental career began when he enlisted in the U.S. Coast Guard. His service time included patrols on the Bering Sea and South Pacific while he continued to paint and draw the impacts of the environment he was observing. Following the Coast Guard Mark pursued a career with EPA in Region 2 where his duties include serving as the Disability Employment Program Manager and as a Field Account Specialist in the SEMD Removal Action Branch.

Through his work, both artistically and professionally Mark hopes to enlighten the public about the many abilities autistic people have to offer.



This week in honor of both Hispanic Heritage Month

[illegible]

highlight Grace M. Robiou, Deputy Director of the O

Grace was born and raised as she likes to say, “where Puerto Rico. With over 23 years at EPA, she has worked at the agency, although she dedicated most of her years to conducting risk assessments for pesticides, helped to reduce pesticide exposure, protected our drinking water and soil from intentional attacks, and led programs for the sustainable management of solid wastes. Recently, she joined the Office of the children’s environmental health.

Grace received undergraduate degrees from Tufts University and the Conservatory of Music, where she studied environmental science and music theory. She holds a graduate degree from the University of Maryland in public health and epidemiology. She enjoys the company of her family busy at home with two teenagers, enjoys reading literature, traveling in the Potomac, exercising, and being outdoors.

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This week we introduce Dorothy Carr who is the Team Leader for the Executive Services Operations Staff (ESOS) of the Office of Triangle Park (RTP), North Carolina. She joined EPA while a student at the University of North Carolina (UNC) at Chapel Hill.

Dorothy's team provides staffing and classification services for EPA's career executives and political appointees. A recent highlight was onboarding the new political leadership and offboarding the former appointees, within a short timeframe and in a virtual environment. She is also providing human resources (HR) expertise for the establishment of the Office of Research and Development's Title 42 and postdoctoral fellowships for the start-up of the HR Shared Service Centers, staffing for the Office of Air and Radiation's Clean Air Act Amendments position, and the first RTP Delegated Examining Unit, while providing a positive first impression of the agency for each selectee.

A native of eastern North Carolina, Dorothy enjoys travelling with her husband on their "50 states by age 60" quest, spending time with her children, cheering for the University of North Carolina (UNC) Tarheels, and spoiling her new puppy.

Nominate an employee today and they may be featured in This Week @ EPA or on EPA@Work.

Hot Topics

TRI, EPCRA, celebrate 35th anniversary!

On October 17, 1986, Congress passed the Emergency Planning and Community Right-to-Know Act (EPCRA) to help communities

accidents, and to help them make more informed decisions that impact human health and the environment.

Among other mandates, EPCRA required, state, local, and tribal governments to form groups to share responsibility for: developing response plans; and providing residents with information on the presence and releases of hazardous chemicals reported by facilities. EPA created the [Toxics Release Inventory \(TRI\) Program](#), which requires certain industrial and federal facilities to submit data annually on toxic chemicals. The TRI is a publicly available source of information, and one of EPA's most current datasets.

The Office of Pollution Prevention and Toxics, within the Office of Chemical Safety and Pollution Prevention, manages the TRI Program. The Office of Land and Emergency Management, within the Office of Land and Emergency Management, manages the non-TRI portions of EPCRA. States, tribes, and facilities, can use the information collected under EPCRA to improve chemical safety and protect public health and the environment. Working together to reduce pollution is [highlighted in this "success story,"](#) in which a community group used TRI data as the basis for Agreements with facilities in Minneapolis, Minnesota.

This week, we are celebrating EPCRA's role in helping protect communities across the country for 35 years—and counting!

FEHB Open Season is November 8 – December 13

employees should review their annual health coverage options and make changes if needed. This year there is a virtual health fair to connect directly with the experts. Take action now to plan for your 2022 benefits.

2021 FEHB Virtual Health Fair

- [Log in anytime](#) [\(Exit\)](#) during **2021 FEHB Open Season** to download 2022 plan brochures, watch videos, register for webinars, and more.
- [Register in advance](#) [\(Exit\)](#) to participate in a **LIVE ONLINE CHAT** session with benefit providers. Availability is from 10 a.m. to 4 p.m. on November 19, December 1, and December 8. [REGISTER NOW!](#) [\(Exit\)](#)

Questions? To learn more visit the [Benefits Corner SharePoint Site](#) or contact your organization's [Shared Service Center Benefits Specialist](#).

A San Diego news station recently highlighted Region 9's work in coordination with federal, state, and local agencies to stop the m the United States. According to a [press release](#) from the U.S. Attorney's Office Southern District of California this cross-agency effort Initiative Group "has resulted in the prosecution of more than 50 defendants for environmental crimes and the seizure of nearly 1,0 pesticides."

Read the full article here: [Team 10: Unified effort to stop illegal pesticides coming into the United States \(Exit\)](#) – ABC 10 News (9/

Instructions for time and attendance for Pay Period 22, October 10-23, 2021

This is time and attendance guidance for Pay Period 22, October 10-23, 2021. All time and attendance for agency employees must

employee and approved by their supervisor as follows:

- **Timecard Corrections for Prior Pay Periods** - no later than 10 p.m. Eastern Time, Tuesday, October 19. *Please mark your calendar deadline.*
- **Time and Attendance for Pay Period 22 ending October 23** - no later than 10 p.m. Eastern Time, Thursday, October 22. *Please mark your calendar so you don't miss this deadline.*

Please check the list of reporting codes (TREGW, TMREG, TWRAC, TWEHR, and REGHR, etc.) for more information on each code and guidance for time and attendance to be used for the COVID-19 impacted pay periods.

If you have any questions about this time and attendance guidance or need assistance, please submit a helpdesk ticket to HRPAY OCFO Systems HelpDesk at 202-564-OCFO (202-564-6236).

Reminder: Performance appraisal end-of-year guidance and training

It is time to prepare to close out the FY21 Performance Appraisal and Recognition System (PARS) process. All employees, includ

complete their assigned PARS year-end evaluations and closeout process **by November 1.**

Key Points:

- The agency's 3-tier PARS policy applies to all covered GS employees.
- All year-end actions must be completed in USA Performance by November 1.
- Recorded USA Performance End of Year trainings for Supervisors and Employee are posted on [Performance Management](#) provide step-by-step instructions on how to complete the end of year rating in USA Performance.

Resources:

- [Performance Management \(SharePoint Site\)](#).
- [3-tier PARS policy](#).
- [Regional HR Officers \(RHROs\)](#).
- [Program Management Officers \(PMOs\)](#).
- Performance Management Team mailbox: Performance_Management_Team@epa.gov.
- Senior Executive Service Team mailbox: OHR_Executive_Resources_Team@epa.gov.
- For questions on USA Performance system, access, password reset, creation of critical elements, and performance plans [Performance local administrators](#).

Combined Federal Campaign

CFC cause of the week: Arts and Humanities

The arts provide a glimpse into the soul of a community. We celebrate our culture and explore our values and identity through our

dance, poetry, music, literature, sculpture, photography, and more. Engaging in self-expression through these outlets empowers the individual and enriches our society.

High school students enrolled in art courses achieve higher math and literacy test scores than those who are not. Examples suggest that the arts are a powerful tool to help youth overcome obstacles and give children critical and character-building tools towards a more successful future.

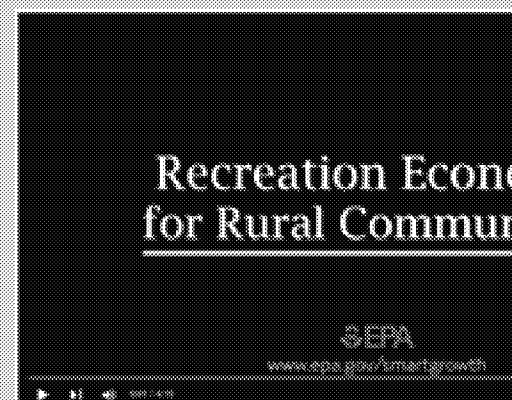
Unfortunately, not everyone has the same exposure to the arts. Some families have limited opportunities to engage in the arts due to a lack of access to musical instruments, art supplies, and poetry books, while some schools cannot afford to invest in offering the same opportunities.

Your donation to the arts cause areas will spark imagination, encourage empathy, expand horizons, and help us reach our full potential. Creativity through the arts and humanities is an investment in making our world a better place for us all. [Join the CFC community today.](#)

Key Dates

Video Spotlight

Click on each event below to get more details.



Recreation Economy for Rural Communities (RERC)

Total time: 04:15

The Recreation Economy for Rural Communities (RERC) project, a partnership between the Environmental Protection Agency, the USDA Forest Service, and the National Recreation and Parks Administration, is helping Giles County, Virginia communities develop local economic development through outdoor recreation. This video shows the RERC planning assistance team took to learn more about the RERC project in the community. For more information please visit the [Rural Communities website](#).

Click on the "Add to Calendar" button to add an event to your Outlook calendar.
If you see a log-in screen, please click on your EPA email, or if prompted, enter your email and network password.

This Week:

Subgroup 12-1 p.m. ET

Coming soon:

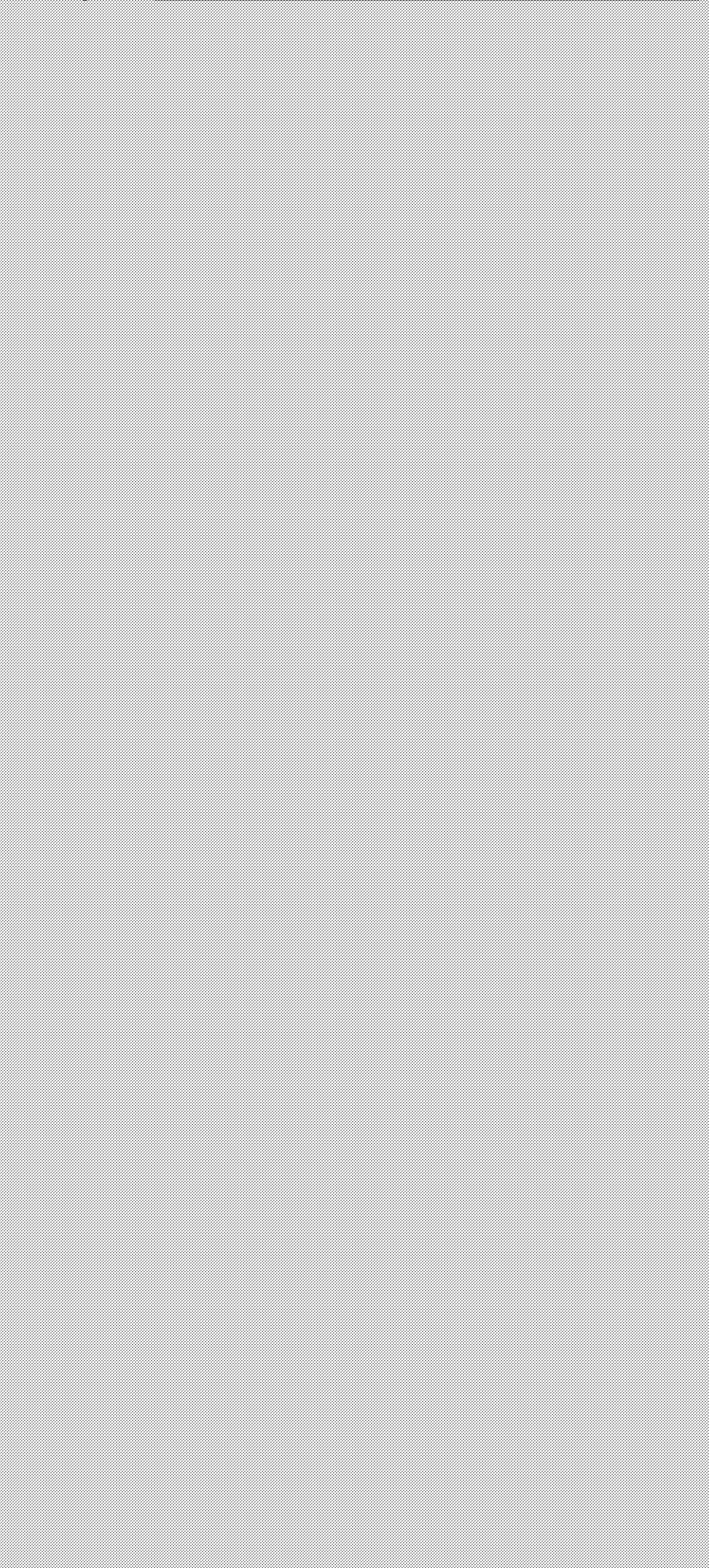
Coordinator
November 1: Data Analytics and Visualization Challenge
application period closes

Health & Wellness

Increase awareness of depression

IT Corner

There is no cybersecurity without you – S



an estimated 19.4 million American adults experienced at least one major depressive episode in 2019. [Symptoms of depression](#) can include persistent sadness and/or irritability, loss of interest in hobbies, difficulty [sleeping](#), oversleeping, and suicidal thoughts.

While taking care of your mental health looks different for everyone, some tips to help manage your symptoms of depression might include:

- Seeing a therapist or mental health professional.
- [Being active and exercising](#), or engaging in activities that you enjoy.
- Talking to a trusted friend or family member.
- Educating yourself about the signs, symptoms, and treatment of depression.
- Recognizing what prompts your symptoms (e.g., major life changes, [stress](#)).
- Accessing [EPA's Employee Assistance Program](#), which includes confidential counseling and referral services.
- Using [online lifestyle counseling resources](#) and self-assessment tools.

For more information, visit the [Depression page](#) on the Office of Mission Support's Safety and Sustainability Division's intranet page.

cybersecurity without you – Stay Connected.

serves as an important reminder to all of us about enhancing the agency's cybersecurity.

What does it mean to stay vigilant?

Vigilance means that we all must be cyber smart about the agency's network and information systems, including protecting our equipment from loss or theft. If you notice anything suspicious, report it immediately.

- If something 'weird' is happening with your device, report it to the [Enterprise IT Service Desk \(EISD\)](#). It could be malicious activity on that device.
- Phishing and ransomware often begin with a few seconds to ensure the message (and attachment) is expected and from the actual sender. If you're unsure, don't click. Report it.
- Keep yourself informed about the latest security threats. Don't become a victim.

Stay tuned for next week's IT Corner to learn more about "Stay Compliant."

We would love to hear our feedback about this newsletter. Please contact us at internalcomms@epa.gov | <http://intranet.epa.gov/internalcomms>. Looking for previous editions of the newsletter? Go to the [Newsletter Archive](#).

Message

From: MassMailer [massmailer@epa.gov]
Sent: 10/19/2021 8:34:31 PM
To: MassMailer [massmailer@epa.gov]
Subject: Implementation of Executive Order 14043 – Proof of Vaccination



Dear Colleagues,

I'd like to share the next steps in the implementation of [Executive Order 14043, Requiring Coronavirus Disease 2019 Vaccination for Federal Employees](#). The EO and Safer Federal Workforce Task Force [Guidance](#) requires the collection of information from all employees to document vaccination against COVID-19.

The Office of Mission Support has developed a secure portal ([EPA Vaccination Attestation](#)) for all employees to enter information on their vaccination status and to upload proof of vaccination. This information will be securely retained on the agency's ServiceNow platform and will have limited access. Employees are required to log into the portal and upload information no later than Wednesday, November 3, 2021. Please read these instructions carefully, as it will help you assemble the information you need prior to entering the portal.

Fully or Partially Vaccinated Employees

Fully or partially vaccinated employees must enter the date and number of vaccine doses, the location of the vaccination, and upload an image of your vaccine documentation. Employees should upload an image of one of the following documents to establish proof of vaccination: an image of a record of immunization from a health care provider or pharmacy; an image of the COVID-19 Vaccination Record Card; an image of medical records documenting the vaccination; an image of immunization records from a public health or state immunization information system; or an image of any other official documentation containing the following required data points: type of vaccine administered (e.g., Pfizer, Moderna, Johnson & Johnson, etc.), date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s). Please see the **directions** below, for information on how to easily create a digital image of your proof of vaccination.

For those employees who are partially vaccinated and still need to receive an additional vaccine dose, you will be able to reenter the portal and include that information when your final dose is administered.

At this time, EPA is not collecting information on booster shots. If the agency receives any updated guidance from the Safer Federal Workforce Task Force regarding booster shots, we will provide an update to employees.

Employees Seeking an Exception

There are limited circumstances where an exception to the vaccination requirement may be granted because of a reasonable accommodation due to medical or sincerely held religious belief. For those employees requesting an exception, please note that you still must access the portal and choose the option indicating that you have requested an exception. Please note that this portal is not the procedure to formally request a medical or religious accommodation. If you have not already done so, please direct your accommodation request as follows:

- for a religious accommodation, send a request to ReligiousAccommodations@epa.gov.
- for an accommodation due to medical, send a request to DisabilityAccommodations@epa.gov.

Key Information for Employees Seeking an Exception

Initial email requests do not have to include complete information. An email simply stating the employee wishes to make an accommodation request will suffice during the initial step. Vaccination timelines and compliance requirements will be paused for all employees during the adjudication of their accommodation request. Employees will receive further instructions from the agency team on next steps regarding their specific accommodation request.

If you request an exception to the vaccination requirement, or have already done so, you should promptly notify your supervisor. Employees do not have to share the nature of the request with their supervisor (i.e. religious/medical), only that you have made a request for an exception. Please refrain from sending any medical documentation (or any other documents supporting your exception request) directly to your supervisor.

Unvaccinated Employees

Unvaccinated employees without an exception request should enter the portal and select “no” in response to the question regarding vaccination. Please note that the overall deadline to become fully vaccinated is November 22, 2021. The vaccination requirement applies to all federal employees, including employees on maximum telework or working remotely. Employees without an exception request who are unvaccinated, or who fail to provide proof of vaccination, are subject to disciplinary measures, up to and including removal from federal service. EPA intends to initiate the enforcement process as soon as November 9, 2021, so it is important to begin the vaccination process and upload the necessary documentation as soon as possible.

Directions

The link below will take you to the portal:

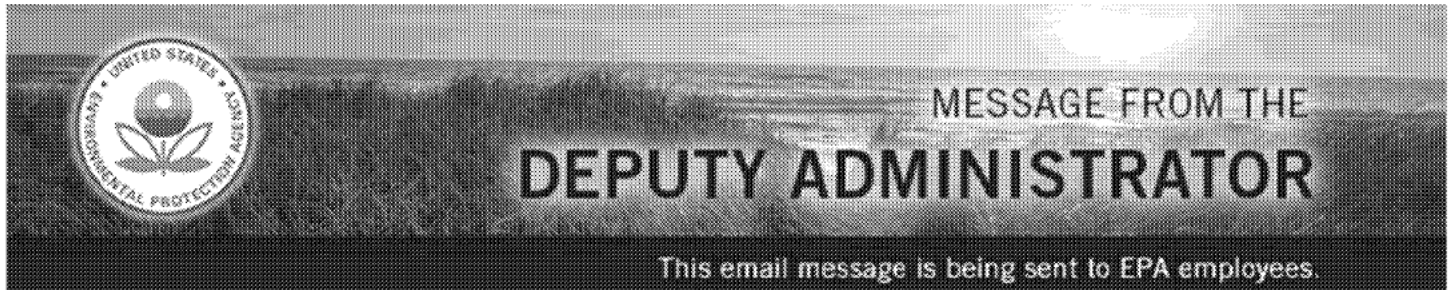
[EPA Vaccination Attestation](#)

To assist with updating your vaccination status and uploading proof of vaccination, OMS has posted resources on the COVID-19 intranet site, [Reporting Vaccination Status](#) page, including directions on how to create a digital image of your proof of vaccination. If you have issues accessing the portal or entering your information, please contact your local [Enterprise IT Service Desk](#) (EISD) help desk.

The safety of our employees is the top priority for the agency. Being vaccinated protects you and the people around you. All available COVID-19 vaccines are highly effective at preventing severe illness, hospitalization, and death due to COVID-19, including from the Delta variant. If you need to find a COVID-19 vaccine near you, use [vaccines.gov](https://www.vaccines.gov) or text your ZIP code to 438829.

Lynnnann Hitchens
Acting Principal Deputy Assistant Administrator

From: Message from the Deputy Administrator (b) (6)
Sent: 10/21/2021 7:00:02 PM
To: Message from the Deputy Administrator (b) (6)
Subject: COVID-19 Update & Reminder: Action Required on your Vaccine Attestation



Dear Colleagues,

Over the past year and a half, the COVID-19 pandemic has had a major effect on all of our lives. We have all been stressed and, at times, overwhelmed by its challenges, including fears about commuting on crowded public transportation or returning to a workplace setting. We are mindful of your concerns and understand your worries and we want to continue to provide as much information to you as possible.

For this week's communication, I want to share with you a few updates and a recap of the past few weeks:

- Earlier this week, Lynnann Hitchens, Acting Principal Deputy Assistant Administrator, Office of Mission Support, shared in her [mass mailer](#) to employees that the agency is [collecting vaccination information](#) for all EPA federal employees. If you are already vaccinated, now is the time to verify your status. It doesn't take long-with my COVID-19 vaccination information in hand, I was able to complete the form in less than five minutes, even with my less than expert IT skills! If you are partially vaccinated please put that information into the system now-you will be able to go back into the system and update your information after you get your final dose. **Please do not submit your vaccination documentation anywhere other than the [EPA Vaccination Attestation secure portal](#).** If you need to find a COVID-19 vaccine near you, use [vaccines.gov](#) or text your ZIP code to 438829.
- We are just a month away from President Biden's November 22 COVID-19 vaccination deadline for federal employees. Data shows us, and experts tell us, that vaccinations are the most effective tool to keep people safe and healthy in the face of this global health pandemic. We understand that for some employees, receiving a vaccine is not an option due to medical reasons or a sincerely held religious belief, and we do have a process in place for people to request a reasonable accommodation.
- As a reminder, more than 90 percent of the EPA workforce has responded to the vaccine attestation survey, and more than 88 percent of respondents attested to being fully vaccinated.
- The Office of Research and Development and the Office of Mission Support have developed [two important educational resources](#) to help employees understand the mandatory vaccination requirement timeline, vaccine documentation collection, and to build vaccine confidence amongst those that are hesitant to get vaccinated. Please check this out-I hope they are helpful.
- And, in case you missed last week's [educational program](#), the agency hosted an event with Dr. John Brooks, *Senior Science Advisor for Emergency COVID-19 Response, Centers for Disease Control and Prevention*. In his discussion with Dr. Wayne Cascio, Dr. Brooks shared with employee's critical vaccine information and addressed common misconceptions. If you couldn't attend the event,

I encourage you to watch the recording at the link provided above. We'll be providing answers to the questions that came up during the call that Dr. Brooks wasn't able to get to.

Lots going on, but we are working hard on all of these issues, with your safety our top priority. We will keep you advised of any updates or changes to safety protocols, and I encourage you to contact the [EPA COVID-19 Coordination Team](#), if you have any questions or suggestions for us to consider.

I look forward to the time where we can all come together again safely with our family, friends, and colleagues. Thank you again for helping us keep each other, our families, and our communities safe, and for the service you do for the American people every day.

Be Well and Stay Safe,

Janet McCabe
Deputy Administrator

Message

From: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Sent: 10/28/2021 9:39:55 PM
Subject: October Administrative Update
Attachments: October 2021 Administrative Update v6.docx

Colleagues,

OCFO and OMS are pleased to provide the September Administrative Update for Supervisors. We encourage you to use this information as a guide for sharing updates on administrative activities with your staff. If you have any comments, questions or requests for information on other topics not included in the update, please contact [Shakeba Carter-Jenkins](#).

Thanks,

Lynnann

Lynnann Hitchens
Acting Principal Deputy Assistant Administrator
Office of Mission Support
US EPA
P: 202-564-3184
M: 202-617-0738

Message

From: MassMailer [massmailer@epa.gov]
Sent: 11/3/2021 7:45:13 PM
To: MassMailer [massmailer@epa.gov]
Subject: Today: Deadline for EPA Federal Employees to Submit Vaccination Information



Colleagues,

Thank you for your responsiveness to my [mass mailer](#) on the implementation of [Executive Order 14043, Requiring Coronavirus Disease 2019 Vaccination for Federal Employees](#). Today is the last day for EPA employees to submit vaccination information and documentation. To date, we've had more than 81% of EPA employees enter their vaccination information.

In accordance with [federal guidance](#) on implementation of Executive Order 14043, the agency is required to collect vaccination documentation from all EPA **federal** employees. To comply with this requirement, all federal employees must log into the [EPA Vaccination Attestation secure portal](#), enter information on their vaccination status, and upload proof of vaccination. This requirement must be completed **no later than Wednesday, November 3**.

Reporting Vaccination Information

Before logging into the portal, review the [Report Vaccination Status intranet page](#). The page has quick reference guides for taking a photo of your vaccination documentation using your [EPA laptop](#) or [EPA-issued mobile device](#), as well as a [detailed walkthrough for uploading your vaccination information to the secure portal](#). The resources include how to:

1. Log on to the secure portal.
2. Know that your vaccination documentation is attached correctly before clicking submit.
3. Know if your submission was received.

Please do not submit your vaccination documentation anywhere other than the [EPA Vaccination Attestation secure portal](#).

Medical and Religious Accommodation Process

There are limited circumstances where an exception to the vaccination requirement may be granted because of a reasonable accommodation due to medical reasons or a sincerely held religious belief. Employees requesting an accommodation must access [the portal](#) and choose the option indicating that you have requested an accommodation. **The portal is not the procedure to formally request a medical or religious accommodation.**

To formally request a medical or religious accommodation, please send your request to DisabilityAccommodations@epa.gov for an accommodation due to medical reasons or to ReligiousAccommodations@epa.gov for a religious accommodation. Employees will receive further

instructions from the agency team on next steps regarding their specific accommodation request. Vaccination timelines and compliance requirements will be paused for all employees during the adjudication of their accommodation request.

For more information on the accommodations process, please review the [EPA Medical and Religious Accommodation Process](#).

Vaccination Deadline

The deadline to become fully vaccinated is November 22, 2021. The vaccination requirement applies to all federal employees, [including those on maximum telework or working remotely](#).

EPA will begin enforcing compliance of [Executive Order 14043](#) on November 9, 2021. Employees who fail to initiate an accommodation request and/or fail to confirm vaccination status pursuant to agency instructions [may be subject to discipline](#), up to and including removal from federal service.

Additional Reminders and Resources

- The safety of our employees is the top priority for the agency. Being vaccinated protects you and the people around you. All available COVID-19 vaccines are highly effective at preventing severe illness, hospitalization, and death due to COVID-19, including from the Delta variant. If you need to find a COVID-19 vaccine near you, use [vaccines.gov](#) or text your ZIP code to 438829.
- The Office of Research and Development and the Office of Mission Support developed [important educational resources](#) to help employees understand the mandatory vaccination requirement timeline and EPA's vaccine documentation collection. Please check these educational resources designed to help employees understand the mandatory [vaccination requirement timeline](#), vaccine documentation collection, and to build vaccine confidence amongst those that are hesitant to get vaccinated.

We will keep you advised of any updates or changes to safety protocols, and if you have any questions, please contact the [EPA COVID-19 Coordination Team](#).

Be Well and Stay Safe,

Lynnnann Hitchens
Acting Principal Deputy Assistant Administrator

From: EISD [eisd@epa.gov]
Sent: 9/14/2021 5:39:42 PM
To: Cascio, Wayne [Cascio.Wayne@epa.gov]
Subject: Certification of Vaccination

Please select the status below that coincides with your COVID-19 vaccination status.

I am fully vaccinated for COVID-19

Personnel are considered "fully vaccinated" two weeks after completing the second dose of a two-dose COVID-19 vaccine (e.g., Pfizer or Moderna) or two weeks after receiving a single dose of a one-dose vaccine (e.g., Johnson & Johnson/Janssen).

I am not yet fully vaccinated for COVID-19

Personnel are considered "not yet fully vaccinated" if they have received their first dose of the Moderna or Pfizer vaccine, and their second appointment is scheduled, or if they received their final dose of a vaccine [e.g. the second dose of a two-dose vaccine (e.g. Pfizer or Moderna) or their single dose of a one-dose vaccine (e.g. Johnson & Johnson/Janssen)] less than two weeks ago.

I have not been vaccinated for COVID-19

Personnel are considered not vaccinated if they have not received any dose of a COVID-19 vaccination. Personnel are not required to provide a reason for not being vaccinated.

I decline to respond

Personnel may choose not to provide their vaccination status for any reason at this time.

Effects of Certification of Vaccination or Failure to Respond

Providing this information is voluntary. However, per the Safer Federal Workforce Taskforce, personnel who are not fully vaccinated will be subject to enhanced workplace safety protocols, including with respect to face coverings, physical distancing, travel, quarantine, and at least weekly COVID-19 testing if they are entering the workplace. Personnel who decline to provide their vaccination status or do not send a response to this form will be assumed to be not fully vaccinated for purposes of application of the workplace safety protocols. Note that personnel who are not yet fully vaccinated will be treated as not fully vaccinated (e.g. subject to enhanced workplace safety protocols) until they are at least two weeks past their final COVID-19 vaccination dose. Personnel whose vaccination status changes (e.g. personnel who become fully vaccinated and/or wish to update their response) should return to this email and resubmit their vaccination status.

Attestation of Accuracy of Response

By responding to this form, I attest that I understand that a knowing and willful false statement on this submission can be punished by fine or imprisonment or both (18 U.S.C. 1001). Checking "I decline to respond" does not constitute a false statement. I understand that making a false statement on this response could result in additional administrative action including an adverse personnel action up to and including removal from my position.

PRIVACY ACT STATEMENT

Authority: EPA is authorized to collect the information requested on this form pursuant to Executive Order 13991, *Protecting the Federal Workforce and Requiring Mask-Wearing* (Jan. 20, 2021); Executive Order 12196, *Occupational Safety and Health Program for Federal Employees* (Feb. 26, 1980); and 5 U.S.C. chapters 63 , and 79.

Purpose: This information is being collected and maintained to promote the safety of Federal buildings and the health and safety of the Federal workforce consistent with the above-referenced authorities, the *COVID-19 Workplace Safety: Agency Model Safety Principles* established by the Safer Federal Workforce Task Force, and guidance from the Centers for Disease Control and Prevention and the Occupational Safety and Health Administration. This information may be used to determine the workplace safety requirements for Agency personnel.

Routine Uses: This information may be disclosed to Agency employees with a need to know, and, per the routine uses found in the system of records notice associated with this collection of information, EPA-89, Public Health Emergency Workplace Response System, 86 Fed. Reg. 34738 (June 30, 2021), available at <https://www.federalregister.gov/documents/2021/06/30/2021-13989/privacy-act-of-1974-system-of-records>. For example, Routine Use disclosures may be made to: appropriate public health authorities to address communicable disease exposures and to satisfy applicable reporting requirements; to Federal, State, local, tribal or foreign government agencies to combat significant public health threats; to adjudicative bodies (e.g., the Merit System Protection Board), arbitrators, and hearing examiners to the extent necessary to carry out their authorized duties regarding administrative proceedings; to contractors, grantees, or volunteers as necessary to perform their duties for the Federal Government; and as necessary and relevant in the course of litigation or for law enforcement purposes.

Voluntary Disclosure and Consequences of Failure to Provide Information:

Providing this information is voluntary. However, if you fail to provide this information, you will be treated as not fully vaccinated for purposes of implementing safety measures, including with respect to mask wearing, physical distancing, testing, travel, and quarantine.

Visit the [End User Portal](#) for additional services, or call the Enterprise IT Service Desk at 1-866-411-4372 or your Regional Help Desk.

Ref:MSG9520737_roJLzjOdokPXcCtJmerj

Message

From: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Sent: 10/13/2021 1:32:57 PM
To: Carter-Jenkins, Shakeba [Carter-Jenkins.Shakeba@epa.gov]; Cascio, Wayne [Cascio.Wayne@epa.gov]
Subject: RE: Mass Mailer: Educational Event on Thursday

Thank you Shakeba! – you should go ahead and share with him, since you are going through the run of show and Teams.

Thanks,

Lynnann

Lynnann Hitchens
Acting Principal Deputy Assistant Administrator
Office of Mission Support
US EPA
P: 202-564-3184
M: 202-617-0738

From: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Sent: Wednesday, October 13, 2021 9:30 AM
To: Cascio, Wayne <Cascio.Wayne@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: RE: Mass Mailer: Educational Event on Thursday

Hi Wayne,

I've updated the run of show and shared with OPA in advance of tomorrow's event. I can share this document and questions with Dr. Brooks or you can send to him.

FYI having a technical meeting with Dr. Brooks around 10:30 to make sure can access Teams Live.

From: Cascio, Wayne <Cascio.Wayne@epa.gov>
Sent: Wednesday, October 13, 2021 8:42 AM
To: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: RE: Mass Mailer: Educational Event on Thursday

Shakeba – I moved things around. John will be fielding the questions and providing answers. Thanks, Wayne

Wayne E. Cascio, MD ([he/him/his](#), [mypronouns.org](#)) | Acting Principal Deputy Assistant Administrator for Science | Office of Research and Development | U.S. Environmental Protection Agency | Research Triangle Park, NC 27711 | Phone: 919.541.2508 | Cell: 919.627.3762 |

From: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Sent: Wednesday, October 13, 2021 8:15 AM
To: Cascio, Wayne <Cascio.Wayne@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: Mass Mailer: Educational Event on Thursday

Thanks Wayne. I'll make the correction. I've also attached the run of show for tomorrow's event. If there are others you believe should be part of the event (opening and closing remarks), I can add them to the program. Let me know if there are any changes.

For your information, we are having some technical issues getting Dr. Brooks credentialed because his agency access point and he doesn't have a personal email account that we can use. Will keep you posted.

Thanks

From: Cascio, Wayne <Cascio.Wayne@epa.gov>
Sent: Wednesday, October 13, 2021 8:10 AM
To: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: RE: Mass Mailer: Educational Event on Thursday

Shakeba – Looks good with a few minor edits. My last name is spelled “Cascio” rather than “Casio”. It's a common mistake because of the electronics company of the name Casio. Thanks, Wayne

Wayne E. Cascio, MD (he/him/his, mypronouns.org) | Acting Principal Deputy Assistant Administrator for Science | Office of Research and Development | U.S. Environmental Protection Agency | Research Triangle Park, NC 27711 | Phone: 919.541.2508 | Cell: 919.627.3762 |

From: Carter-Jenkins, Shakeba <Carter-Jenkins.Shakeba@epa.gov>
Sent: Wednesday, October 13, 2021 8:00 AM
To: Cascio, Wayne <Cascio.Wayne@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: Mass Mailer: Educational Event on Thursday
Importance: High

Good Morning Wayne,

Attached is the mass mailer about tomorrow's event. Janet has approved the mailer, pending the inclusion of the below language. Can you please let me know if you see any showstoppers in the mailer. This one is on a fast track she is ready for this to go asap. Thanks,

During the week of October 18th we will begin collecting documentation from vaccinated employees in order to fully comply with the requirements of Executive Order 14043. During this next phase of implementation, all EPA employees will be asked to enter certain information about their vaccination doses and upload an image of a vaccine record through a portal on the Agency's ServiceNow platform. Please stay tuned for detailed instructions from the Office of Mission Support on how to access and use the new application.

There is still time for unvaccinated employees to comply with the federal employee vaccine mandate by November 22, 2021. Additional vaccine information, including assistance on locating available vaccines, can be found at <https://www.vaccines.gov/>.

Shakeba Carter-Jenkins
OMS Communications Director &
Senior Special Assistant
Office of Mission Support, U.S. Environmental Protection Agency

carter-jenkins.shakeba@epa.gov | 202-564-6385 | 202-302-6113 (mobile) | WJC North 3330

Mailing Address: 1200 Pennsylvania Avenue, NW, Washington, DC 20460

“I’ve learned you can tell a lot about a person by the way (s)he handles these three things: a rainy day, lost luggage, and tangled Christmas tree lights.” Maya Angelou

Message

From: Gantt, Melissa [Gantt.Melissa@epa.gov]
on behalf of Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Sent: 10/7/2021 9:29:15 PM
To: Leadership_Assistant_Administrators (b) (6); Hoffer, Melissa [Hoffer.Melissa@epa.gov]; O'Donnell, Sean [ODonnell.Sea@epa.gov]; Amin, Faisal [Amin.Faisal@epa.gov]; Utech, Dan [Utech.Dan@epa.gov]; Leadership_Associate_Administrators (b) (6); Leadership_Regional_Administrators (b) (6)
CC: Leadership_Deputy_Assistant_Administrators (b) (6) Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Blythers, Dorian [Blythers.Dorien@epa.gov]; Cassady, Alison [Cassady.Alison@epa.gov]; Patrick, Kimberly [Patrick.Kimberly@epa.gov]; Jackson, Yvette [Jackson.Yvette@epa.gov]
Subject: Interim Guidance on COVID-19 Vaccination Attestation and Testing Requirements for Entry into EPA Facilities, On-Site Contractors, and Visitors
Attachments: Interim Guidance on COVID-19 Vaccination Attestation and Testing Requirements.pdf; Interim Guidance on COVID-19 Vaccination Attestation and Testing Requirements - Attachment EPA_CertificationVaccination.pdf

MEMORANDUM

SUBJECT: Interim Guidance on COVID-19 Vaccination Attestation and Testing Requirements for Entry into EPA Facilities, On-Site Contractors, and Visitors

FROM: Lynnann Hitchens, Acting Principal Deputy Assistant Administrator//signed//

TO: Assistant Administrators
General Counsel
Inspector General
Chief Financial Officer
Chief of Staff
Associate Administrators
Regional Administrators

In Executive Order 13991, President Biden established the Safer Federal Workforce Task Force to oversee the development and implementation of agency COVID-19 workplace safety plans across the federal government. On September 13, 2021, the Task Force issued updated model safety principles (previously updated July 29, 2021) for federal agencies to incorporate into their existing COVID-19 workplace safety plans. The Task Force guidance is tailored to three categories of persons: (1) federal employees and contractors, (2) general visitors, and (3) members of the public obtaining and/or seeking a service or benefit.

The Task Force has directed federal agencies to incorporate principles on vaccination attestation—and, in the case of federal contractors and visitors, testing status—into their workplace safety plans. To that end, the Federal Protective Service (FPS) recently provided guidance to standardize the implementation of these workplace safety efforts at FPS-protected federal facilities. Through this memo, EPA is extending this guidance to *all* facilities with controlled access.

In accordance with the guidance, signage will be posted at each facility entry point to notify all occupants and the public that a completed Certification of Vaccination form (Attached) is required for entry unless the individual is obtaining a public service or benefit. GSA has begun posting signs in GSA-owned facilities. Signage will be provided for use at EPA-owned facilities.

- EPA federal contractors (prime contractors and subcontractors) and visitors seeking access to an EPA facility must print and bring with them a completed Certificate of Vaccination form (attached).

- Documentation of a negative COVID-19 test taken within 3 days of arrival to the facility is also required for anyone who is **not** fully vaccinated (click here for a definition of “fully vaccinated.”)
- Local security personnel will verify with the individual requesting entry to the facility that they have read the posted signage, have the appropriate documentation and, upon affirmation, will allow the visitor or contractor to enter the facility.
- Federal contractors and subcontractors may be asked to show (not submit) their required documentation to a federal employee who oversees their work.
- Visitors may be asked to show (not submit) their required documentation to the federal employee with whom they are visiting.
- If a contractor or visitor discloses that they are not fully vaccinated or declines to complete the Certification of Vaccination form, those individuals will be treated as not fully vaccinated for purposes of implementing safety measures according to CDC guidance, which require mask wearing, physical distancing and proof of a negative COVID-19 test.
- Individuals who are not fully vaccinated must wear a mask that covers their nose and mouth, and that is in accordance with current CDC guidance regardless of community transmission level.
- To the extent practicable, individuals who are not fully vaccinated should always maintain a distance of at least 6 feet from others, consistent with CDC guidelines, including in offices, conference rooms, and all other communal and workspaces.
- In areas of high or substantial transmission, fully vaccinated people must wear a mask in public indoor settings.
- Fully vaccinated individuals might choose to wear a mask regardless of the level of transmission for a variety of reasons.

The requirements related to the provision of information about vaccination and proof of a recent negative COVID-19 test do not apply to members of the public entering EPA space for the purpose of obtaining a public service or benefit. If those seeking service from EPA are not fully vaccinated, these visitors must comply with all relevant CDC guidance, including wearing a mask and physically distancing from other people. Examples of public services or benefits offered by the EPA include the following:

- EPA Docket Center and Reading Room
- Use of Library Facilities
- Use of Credit Union or Childcare facilities contained within EPA space and not accessible outside of the EPA facility.

As EPA facilities differ in how access to EPA space is gained, each location will need to adapt practices to meet the standards above. Facility Designated Officials will also put in place verification processes to ensure that individuals’ affirmed vaccine status is consistent with their access to the facility. These procedures will be effective by October 15, 2021, or sooner, and are in place pending the full implementation of Executive Order 14042.

Please note that the Office of Acquisition Solutions will notify EPA’s federal contractor community of this interim guidance. EPA intends to fully implement the Task Force’s COVID-19 Workplace Safety: Guidance for Federal Contractors and Subcontractors resulted from Executive Order 14042, including modifying existing contracts above the Simplified Acquisition Threshold.

Thank you for your continued support as we navigate this process. If you have any questions, please email the EPA COVID-19 Coordination Team.

Attachment:

Certification of Vaccination

cc: Deputy Assistant Administrators
Mission Support Division Directors
Deputy Chief of Staff
Kimberly Patrick, OAS Director
Yvette Jackson, OA Director

From: GSA Federal Acquisition Service [gsa.solutions@gsa.gov]
Sent: 11/2/2021 8:00:54 PM
To: Cascio, Wayne [Cascio.Wayne@epa.gov]
Subject: COVID Safety protocol modifications issued to GSA contract-holders

An online version of the email is available [here](#).

U.S. General Services Administration

On September 9, 2021, President Biden signed **Executive Order 14042: Ensuring Adequate COVID Safety Protocols for Federal Contractors** which implemented COVID-19 safety protocols for federal contractors and subcontractors, including the requirement of vaccinations for contractors doing business with the federal government. On September 24, 2021, the Safer Federal Workforce Task Force issued guidance outlining specific protocols and some **frequently asked questions** to help interpret the requirements.

GSA remains committed to the safety of our federal workforce, our contractor community and the agencies we serve. In response to the Executive Order, GSA released a Class Deviation instructing GSA's acquisition workforce to include a new clause (FAR 52.223-99) in applicable GSA-managed contracts. On October 8, 2021, GSA's Federal Acquisition Service (FAS) began issuing bilateral modifications for existing contracts and "contract-like instruments" (e.g., licenses and task orders) awarded before October 15, 2021, incorporating the clause as applicable. FAS contractors must sign the modification by **November 14, 2021**, to remain eligible for new orders.

FAS also developed the **COVID Safety Protocols for Federal Contractors**, an interactive dashboard that tracks modification status. Modification status may be listed as 'Accepted', 'Declined', 'Closed/Cancelled', or 'Pending.' The

dashboard allows users to filter by contractor name, business size, contract vehicle and DUNS number. **Contracting Officers are encouraged to check the Modification Status Tracker before placing orders against FAS managed IDIQ vehicles.** If the status is 'Accepted', the clause applies to existing and future orders.

For more information on GSA's COVID-19 safety protocol implementation, please visit <https://gsa.gov/covid19>.

If the links above are removed or not working, paste the following URLs in a browser:

<https://www.whitehouse.gov/briefing-room/presidential-actions/2021/09/09/executive-order-on-ensuring-adequate-covid-safety-protocols-for-federal-contractors>

<https://www.saferfederalworkforce.gov/faq/>

<https://d2d.gsa.gov/report/covid-safety-protocols-federal-contractors-public>

<https://gsa.gov/covid19>

22-00332

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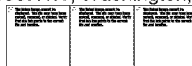
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1800 F Street NW, Washington, DC 20006.



Message

From: Helm, Arron [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=9DCCF7A7CF6742F8B8B008A0C978D6DB-HELM, ARRON]
Sent: 10/3/2021 7:41:22 PM
To: Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Atkinson, Ryan [Atkinson.Ryan@epa.gov]; Jones, Laura [Jones.Laura@epa.gov]; Collins, BJ [Collins.BJ@epa.gov]
Subject: Fwd: OPM Memo Attached: Guidance on Applying Coronavirus Disease 2019 Vaccination Requirements to New Hires – Executive Order 14043
Attachments: Director-Memo-on-Hiring-Guidance-Vaccine-Requirements.pdf

Sent from my iPhone

Begin forwarded message:

From: CHCO Council <CHCOCouncil@opm.gov>
Date: October 1, 2021 at 9:56:49 AM EDT
Subject: OPM Memo Attached: Guidance on Applying Coronavirus Disease 2019 Vaccination Requirements to New Hires – Executive Order 14043

Good morning,

Today OPM issued a memorandum titled, “Guidance on Applying Coronavirus Disease 2019 Vaccination Requirements to New Hires – Executive Order 14043.” A 508-conformant version of this memorandum is attached above and online for the benefit of readers with disabilities at: <https://chcoc.gov/content/guidance-applying-coronavirus-disease-2019-vaccination-requirements-new-hires-%E2%80%93-executive>

If you have any follow-up questions, please email: employ@opm.gov

All the best,
CHCO Council

Message

From: CHCO Council [CHCOCouncil@opm.gov]
Sent: 9/24/2021 5:38:21 PM
CC: Conrad, Margot C. [Margot.Conrad@opm.gov]
Subject: Feedback Shared from Executive Session
Attachments: Areas where additional guidance is needed on vaccine mandate from CHCOs.pdf

Good afternoon CHCOs,

We wanted to follow-up from the executive session from our CHCO Council meeting this past Tuesday. On Wednesday morning we shared the attached compiled feedback with the Safer Federal Workforce Task Force Team, who expressed appreciation. We hope you were able to join the office hours yesterday on enforcement where forthcoming guidance was previewed for feedback and there is one today on accommodations. If for some reason you do not have the office hours on your calendar for this afternoon, please let us know and we can forward it to you.

Best,
CHCO Council

Message

From: CHCO Council Email List [CHCOCOUNCIL@LISTSERV.OPM.GOV]
on behalf of Santiago, Octavio J. [Octavio.Santiago@OPM.GOV]
Sent: 10/1/2021 1:35:51 PM
To: CHCOCOUNCIL@LISTSERV.OPM.GOV
Subject: OPM Memo Attached: Guidance on Applying Coronavirus Disease 2019 Vaccination Requirements to New Hires – Executive Order 14043
Attachments: Director-Memo-on-Hiring-Guidance-Vaccine-Requirements.pdf
Importance: High

Good morning,

Today OPM issued a memorandum titled, “Guidance on Applying Coronavirus Disease 2019 Vaccination Requirements to New Hires – Executive Order 14043.” A 508-conformant version of this memorandum is attached above and online for the benefit of readers with disabilities at: <https://chcoc.gov/content/guidance-applying-coronavirus-disease-2019-vaccination-requirements-new-hires-%E2%80%93-executive>

If you have any follow-up questions, please email: employ@opm.gov

All the best!

Octavio J. Santiago, Communications Coordinator
U.S. Office of Personnel Management, Employee Services

Message

From: CHCO Council [CHCOCouncil@opm.gov]
Sent: 9/30/2021 8:32:40 PM
Subject: CHCO Council Mid-Week Update
Attachments: CHCO Council Meeting Minutes 9.21.2021.pdf; Analysis on Agency Audit - FY19 through August 2021.pdf

Good afternoon CHCOs and Deputy CHCOs,

We wanted to provide a quick mid-week update for you all:

CR

Per OMB, the CR through December 3rd has now passed in the House with a vote of 254-175. The President will sign it, and agencies may now cease any lapse preparation activities.

September Meeting Minutes

Attached and in the [CHCO Teams Collaboration Space](#) you will find the September CHCO Council Meeting Minutes. If you are having difficulties accessing the Teams space or need troubleshoot any issues, please reply to this email, or reach out to [Ella](#) directly.

Upcoming Events

We wanted to share information about two upcoming events on [October 7, 2021](#) and [October 20, 2021](#) where your CHCO colleagues will be participating. Please see the links provided for additional information and in the future, the Teams collaboration space for a running list of events.

Presidential Management Fellows (PMF) Program

Additionally, the Class of 2022 Presidential Management Fellows (PMF) Program application opened on Tuesday, September 28, 2021, and closes at Noon (Eastern Time) on Tuesday, October 12, 2021. The announcement can be found on USAJOBS (www.USAJOBS.gov) by searching for "Presidential Management Fellows" or by clicking the following direct link: <https://www.usajobs.gov/GetJob/ViewDetails/615668000>. Eligible individuals can apply by going to the "How to Apply" section of the announcement and following the instructions. We encourage you to share this with your networks!

Best,
CHCO Council Team

Message

From: CHCO Council Email List [CHCOCOUNCIL@LISTSERV.OPM.GOV]
on behalf of Santiago, Octavio J. [Octavio.Santiago@OPM.GOV]
Sent: 10/1/2021 1:42:38 PM
To: CHCOCOUNCIL@LISTSERV.OPM.GOV
Subject: OPM Memo Attached: Guidance on Enforcing Coronavirus Disease 2019 Vaccination Requirement for Federal Employees – Executive Order 14043
Attachments: Director-Memo-on-Enforcement-of-Vaccine-Requirements.pdf; Enforcement-Guidance-FAQs.pdf
Importance: High

Good morning,

Today OPM issued a memorandum titled, “Guidance on Enforcing Coronavirus Disease 2019 Vaccination Requirement for Federal Employees – Executive Order 14043.” A 508-conformant version of this memorandum and answers to frequently asked questions are attached above and online for the benefit of readers with disabilities at: <https://chcoc.gov/content/guidance-enforcing-coronavirus-disease-2019-vaccination-requirement-federal-employees-%E2%80%93>

If you have any follow-up questions, please email: employeeaccountability@opm.gov

All the best!

Octavio J. Santiago, Communications Coordinator
U.S. Office of Personnel Management, Employee Services

Message

From: CHCO Council [CHCOCouncil@opm.gov]
Sent: 10/1/2021 1:58:52 PM
Subject: OPM Memo Attached: Guidance on Enforcing Coronavirus Disease 2019 Vaccination Requirement for Federal Employees – Executive Order 14043
Attachments: Director-Memo-on-Enforcement-of-Vaccine-Requirements.pdf; Enforcement-Guidance-FAQs.pdf
Importance: High

Good morning,

Today OPM issued a memorandum titled, “Guidance on Enforcing Coronavirus Disease 2019 Vaccination Requirement for Federal Employees – Executive Order 14043.” A 508-conformant version of this memorandum and answers to frequently asked questions are attached above and online for the benefit of readers with disabilities

at: <https://chcoc.gov/content/guidance-enforcing-coronavirus-disease-2019-vaccination-requirement-federal-employees-%E2%80%93>

If you have any follow-up questions, please email: employeeaccountability@opm.gov

All the best,
CHCO Council